

Position Descriptions/Requirements

Position	Description	Estimated Time Commitment
Chair	<ul style="list-style-type: none"> • Set agenda for meetings • Conduct/facilitate Meetings • Represent CPARB/primary spokesperson • Liaison to Governor’s office for CPARB appointment process • Creates Executive Report for every meeting tracking activity of the chair • Attends committee meetings and/or keep track of committee activities • Hold members accountable for requirements • Reach out/welcome to new members/initial orientation and members who aren’t vocal at meetings • Provide 24 – 48-hour response time when responding to stakeholder issues 	15-30 Hours/Month
Vice Chair	<ul style="list-style-type: none"> • Assist Chair during Board meetings • Being available when chair is unavailable. • Manage Mentor/Onboarding process • Assigning mentors in consultation with the Chair and BDC chair • Training mentors • Signing off on completion of checklist • Provide 24 – 48-hour response time when responding to stakeholder issues • Attending and keeping track of committee meetings 	15-25 Hours/Month
Committee Chair/co-chairs <i>(Ad Hoc Committees)</i>	<ul style="list-style-type: none"> • Set agenda • Conduct meetings • Check for quorum of committee members • Report to CPARB prior to pre-read deadline • Manage meeting minutes and coordinating with DES as needed • Follow committee’s purpose and accomplish specific committee assignment(s) • Goal to have co-chairs as opposed to single chair • Coordinate with CPARB staff and keep CPARB staff informed of progress, agendas, meeting dates, documents, etc. • Assisting each other with meeting management, watching for raised hands, and monitoring meeting chat 	10-30 Hours/Month
CPARB Members	<ul style="list-style-type: none"> • Attend meetings <i>(Chair may ask for removal of anyone who misses 2 or more meetings in any calendar year without cause)</i> • Represent stakeholders, including stakeholder outreach • Notify Chair and staff support if unable to attend. Send an informed representative from the stakeholder group as set forth in Section 3 of the CPARB bylaws. • Complete the onboarding process • Prepare for meeting/read pre-reads • Participate in at least one active committee • Participate as mentee for 6 months <i>(minimum time frame)</i> • Copy official DES email for all correspondence per archiving requirements 	10-12 Hours/Month

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Mentor	<ul style="list-style-type: none"> • Member of CPARB for (<i>preferably</i>) 2 years • Approved by CPARB Chair and Vice-Chair • Familiar with Mentor Responsibilities/CPARB Processes • Completed Mentor training and demonstrate good mentor skills <ul style="list-style-type: none"> ○ Collaboration ○ Listening • Subject matter expert in RCW 39.10 with an understanding of how it operates • Report back to CPARB Vice Chair of progress • Reach out to mentee and meet on regular basis (<i>at least monthly</i>) 	2-3 Hours/Month for 6 Months
Mentee	<ul style="list-style-type: none"> • Completion of Checklist within 6 months • Participate in Mentor/Mentee process 	2-3 Hours/Month for 6 Months
DES Staff Support	<ul style="list-style-type: none"> • Basic meeting agenda is established at the end of each CPARB meeting. • Admin establishes a draft agenda at a minimum of 35 days prior to the next CPARB meeting (<i>when possible</i>). • Draft Agenda is sent to Board Chair/Vice Chair and DES Staff for preview and establishes a collaboration meeting to discuss timelines and meeting needs when needed. • Timing is confirmed for Guest speakers, and Committee Chairs. • Public Notice is published 20-days prior to the next meeting. • Meeting Reminder and draft agenda is sent to all Board Members, Committee chairs and guest speakers after public notice is posted. • Pre-read reminder is sent to guest speakers and Committee chairs 14-days prior to the meeting. • Pre-read material is due and posted to the CPARB Homepage 1 week prior to the meeting. • Meeting prep the week of the meeting includes posting meeting links, verifying a quorum, posting any last minute pre-reads, establishing any in-meeting tracking documents, room set-up when appropriate, and testing all A/V systems functionality. • Record all meetings, run meeting visuals, and track meeting attendance. • After the meeting, updates will be made to both the homepage and meeting archive page, final documents, forms, reports, training information, etc. is saved online and in the master files within 3 workdays. • Meeting recordings and sign-in sheets are shared with meeting scribe 	40+ Hours/week
PRC Chair/Vice-Chair	<p>Chair:</p> <ul style="list-style-type: none"> • Work with DES Staff for Agenda Development and Panel assignments. • Leads all PRC meetings. • Review and sign Approval or Denial letters and return to Admin timely • Attend CPARB meetings to report on PRC activity • Report to the PRC on CPARB Activity • Fulfill CPARB requests or adjustments to the PRC process when there are changes to statute 	10-30 Hours/Month

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	<ul style="list-style-type: none"> • Call for Committee business meetings to share important changes in statute, fulfill CPARB requests, conduct trainings, and conduct PRC business outside of project/certification reviews. <p>Vice Chair:</p> <ul style="list-style-type: none"> • Provide backup to the Chair whenever chair is unavailable • Split chair duties as deemed appropriate • Maintain open communication with the Chair and DES Staff • Leads the Mentorship/Mentee program • Assign mentors to new members • Review Mentor/Mentee lessons learned and make adjustment to ensure a successful onboarding program. <p>Both:</p> <ul style="list-style-type: none"> • Attend all Committee Meetings • Provide a 24-hour response time frame when responding to the CPARB Chair or stakeholders on issues beyond Admin knowledge or that are directed specifically to the PRC Chair. • Provide a 24 – 48-hour response to Admin requests for approval, signatures, and recommendations regarding Committee Business. 	