

EAC Co-chairs

- Two membership co-chairs, appointed annually
 - Previous co-chairs can re-apply
- Responsibilities include:
 - Meeting preparation
 - Facilitating discussions
 - Providing leadership



Meeting preparation

- Attend one, hour long meeting prior to each EAC meeting
 - Staff shares upcoming presentations
 - Provide feedback on presentations for staff



Facilitation

- Staff shares a meeting script (i.e., chair notes)
 a week prior to each EAC meeting (welcome,
 topic introductions, break, etc.)
- Monitor the chat and raised hands for questions



Leadership

- Each co-chair will provide presentation on EAC progress during an Executive Board meeting (June 22 or December 7)
- Staff will develop slides and voiceover language for the co-chairs
- Presentation are about 15 min, followed by 5-10 min of Q&A

Schedule

- Today:
 - Members will be asked if they're interested in serving as a cochair
- Next week:
 - Interested members will be emailed a short questionnaire
- February 23:
 - EAC members will receive candidate responses to questionnaire
- March 2:
 - EAC members will select their two new co-chairs





