

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
 - Compensated \$65.50 per meeting



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

- Co-chairs will provide presentation on EAC progress during Executive Board meetings
- Staff will develop slides and voiceover language for the co-chairs
- Presentations are about 15 min, followed by 5-10 min of Q&A
- Compensated \$125 per meeting



Schedule

- Today:
 - Members asked if interested in serving as a co-chair
- February 2:
 - Interested members emailed short questionnaire (Due Feb 21)
- February 29:
 - EAC members receive candidate responses to questionnaire
- March 7:
 - EAC members select two co-chairs via anonymous electronic poll





