



The Local Councils authority is granted to them by the CCSM. He/she may not speak publicly on behalf of the board unless given permission by the Executive Director or SCC Chairperson. Members should never give their personal opinion about a board discussion to the public or the news media but rather should contact the CCSM office for guidance.

Chair

Responsibilities:

- Facilitates LC Meeting
- Work with the LC leadership Team (Chair, co-chair, secretary and SCC Reps) and Outreach Coordinator to prepare an agenda, keep meeting discussion focused on the issues and facilitate member voting as needed.
- Review all documents provided prior to the meetings.
- Work with the Outreach Coordinator and the LC leadership team to make sure all monthly tasks are carried out by the due date.
- Work with LC leadership team to orientate and mentor new members.
- Attend and participate in all meetings and arrive 15 minutes early to prepare
- Perform other duties as needed
- Develop a positive working relationship with CCSM Staff and members

Skills Needed:

- Ability to speak in public
- Ability to facilitate meetings effectively
- Ability to listen and have patience
- Ability to complete projects in the timeframe given
- Ability to read, write, understand, and communicate effectively with others and/or ask for accommodations to be effective

Secretary

Responsibilities:

- Takes meeting minutes at each local council meeting
- Responsible for keeping track of and updating local council file box.
- Works with Chairperson to create a monthly agenda
- Notes attendance and can provide a brief summary of meetings including tracking and documenting follow-up tasks

Skills Needed:

- Ability to read, write, understand, and communicate effectively with others and/or ask for accommodations to be effective.
- Organizing skills
- Know how to take notes-also called decisional minutes (captures decisions made at the meeting)
- Ability to use computer to type minutes and communicate with LC members. and any necessary programs such as email, Microsoft Office, Google Docs, etc.
- Ability to complete projects in the timeframe given

Local Council Members

Responsibilities:

- Serve as voting body
- Attend Meetings
- Read & Discuss Materials
- Share information with others
- Give feedback/ideas on topics discussed
- Participate in CCSM events such as forums or trainings