

Officers will be selected in May or June and installed at the first September meeting of the SHAC.

CHAIR:

- ✓ Preside at all meetings of the SHAC
- ✓ Serve as an ex-officio member of all committees- without vote except the nominating committee.
- ✓ Work directly with the Executive Committee and the Coordinator to compile agendas for all meetings of the SHAC.
- ✓ Perform other responsibilities as may be prescribed by the SHAC's authorizing statute, District Policy, and direction of the Board.

VICE CHAIR:

- ✓ Preside at SHAC meetings in the absence of the chair.
- ✓ Serve as ex-officio member of all committees without vote except the Nominating Committee.
- ✓ Serve as Chair-elect.
- ✓ Perform other responsibilities as may be prescribed by the SHAC, which are in accordance with the SHAC's authorizing statute, District Policy, and direction of the Board.

SECRETARY:

- ✓ Preside at meetings when both the Chair and Vice-Chair are absent.
- ✓ Work with the Coordinator to prepare meeting notices, minutes, and arrange the location of the SHAC meetings.
- ✓ Perform other responsibilities as may be prescribed by the SHAC, which are in accordance with the SHAC's authorizing statute, District Policy, and direction of the Board.