

## **BAC Officer and Liaison Roles, Responsibilities and Expectations**

Approved by the BAC Membership on Friday, December 6, 2019

### **BAC Chair**

- Chair BAC meetings
- Lead BAC Executive Team;
- Work with BAC Executive Team, SBCTC staff and WACTC president to establish annual work plans and commission meeting agendas, to address emergent issues, and to respond to requests for information;
- Serve as point of contact between BAC and SBCTC, WACTC and other commissions;
- Convene Executive Committee planning meeting before Labor Day;
- Appoint BAC representatives to work groups, task forces, and subcommittees as needed.

### **BAC Vice Chair**

- Substitute for the BAC Chair as needed;
- Serve on BAC Executive Team;
- Coordinate BAC Academy topics and logistics;
- Coordinate retiree recognitions;
- Establish BAC meeting dates and locations for the upcoming academic year.
- Make BAC committee appointments for the upcoming year by June 30.

### **BAC Secretary/Treasurer**

- Serve on BAC Executive Team;
- Track all fiscal transactions associated with the BAC treasury;
- Record all commission meeting notes and official minutes;
- Keep BAC webpage up-to-date with relevant information;
- Keep BAC roster information up-to-date;
- Serve as administrator for BAC-affiliated listservs;
- Update BAC procedures as approved and keep BAC manual up-to-date.

### **BAC Immediate Past Chair**

- Serve on and as an advisor to BAC Executive Team.

### **BAC Committee Chairs**

- Develop committee's annual work plan and meeting agendas in consultation with the committee's liaison to WACTC, the appropriate State Board staff, and council representatives reporting to BAC;
- Serve on BAC Executive Team;
- Report out on committee-related updates during BAC business meeting;
- Substitute for the WACTC liaison as needed.

### **BAC Committee Vice Chairs**

- Conduct all committee duties in the absence of the committee chair;
- Prepare to serve as the chair in the subsequent year.

### **BAC Liaison to WACTC Committees**

- Attend every corresponding WACTC committee meeting to represent BAC's interests;
- Serve on the BAC committee that correlates to WACTC committee;
- Arrange for committee chair to attend in case of liaison's absence;
- Report WACTC committee proceedings to committee chair and committee members;
- Partner with BAC committee chair to develop relevant committee agendas.