

SAC Officer Responsibilities

OFFICER RESPONSIBILITIES

(In addition to those responsibilities listed in the By-Laws – Article VI)

- **Officers (excluding the SAC chair) must chair or co-chair, oversee, and serve on at least one SAC committee**
- **Attend Officers meetings**
- **Work with SAC coordinator to develop SAC meetings agendas**
- **Prepare and maintain SAC agendas, minutes, and attendance records**
- **Do follow-up with SAC members regarding participation at SAC meetings, events, and activities**
- **Review SAC meeting minutes with coordinator**
- **Provide orientation for all new (and existing) SAC members**
- **Mentor new (and existing) SAC members**
- **Liaise with County Commissioners (as designated by the coordinator)**
- **Attend County Commission and committee meetings (as designated by the coordinator)**
- **Consider hosting a SAC meeting in your district**
- **Other duties as requested by the SAC coordinator**