

## **MOBAC Committee Chair Responsibilities**

### General

- Attend quarterly MOBAC Administrative Council meetings to represent and report activities of their committee. When unable to attend, arrange for another member to attend.
- Ensure that annual committee report is submitted to Admin Council by deadline (currently August 30).
- Convey any budget requests to Admin Council through either regular budget cycles or, for smaller amounts, through an email to the Admin Council chair.
- Manage committee's presence on MOBAC website, updating information as needed.

### Committee Meetings

- Chair regular committee meetings, ensure that minutes are taken, reviewed, and posted to MOBAC website or committee wiki.
- Confirm committee meeting dates & locations, list on MOBAC website or committee wiki, post on MOBAC calendar on MOBAC website, ideally with a link to the meeting agenda.
- Gather meeting topics and send out draft agendas for committee meetings.
- Be familiar with Brown Act as it applies to MOBAC committee meetings.
- Communicate with new members, sending them any welcome information for your committee.