

ICRC Executive Board – Roles and Responsibilities

The Executive Committee (officers of the Commission) shall serve a five-year term; beginning with the member-at-large, then secretary, vice-chair, chairperson, then out going chair serving one year in each position. Duties of the officers shall be those customarily assigned to such offices. The Treasurer is a non-officer position and serves a 5 year term.

Officers	Term	Duties
Past Chair	1 yr.	<ul style="list-style-type: none"> • Chair Handbook Revision Committee • Update ICRC documents on web and Google Drive as needed • Back-up rep for ATC, JTC, and WA Council • Support Chair as needed with professional development speakers • Conduct New Member Orientation at bi-annual meetings
Chair	1 yr.	<ul style="list-style-type: none"> • Chair bi-annual meetings, send agenda announcements and listserv invitations and call for any requests for additional items to be added to the agenda • Schedule and chair Board meetings as needed • ICRC Rep for ATC, JTC, and WA Council • Secure professional development speakers for bi-annual meetings • Liaison with Treasurer, provide income/expense reports, and tax info to Washington Council • Update ICRC documents on web and Google Drive as needed
Vice Chair	1 yr.	<ul style="list-style-type: none"> • Bi-annual meeting planning and logistics • Contact ICRC Committee and Agency Reps and to solidify who will be presenting at bi-annual meetings • Manage and update Member Roster • Co-manage registration with Treasurer at meeting locations • Assist Secretary with meeting planning • Assist chair in contacting and coordinating guest speaker/professional development/guest speaker if needed
Secretary	1 yr.	<ul style="list-style-type: none"> • Take minutes at bi-annual meetings • Assist chair to circulate minutes for feedback, gather agency reps and speaker presentations or notes for web posting • Assist with meeting logistics as needed
Member at Large	1 yr.	<ul style="list-style-type: none"> • Assist with meeting logistics as needed • OAR member for first year • Circulate Dinner sign-up at bi-annual meetings

Non-Officers	Term	Duties
Treasurer	5 yr.	<ul style="list-style-type: none"> • Manage income and expenses, bank account(s), provide board with quarterly and annual reports • Report finances to membership at bi- annual meeting • Manage Eventbrite – set up, meeting registration and attendance rosters to board • Assist chair to provide income/expense reports, and annual tax info to Washington Council
Web Content Manager	TBD	Details pending
Sub-Committees		Purpose
OAR		The Ongoing Articulation Review Committee (OAR). OAR has a target of six members, in addition to the chair, divided between CTC and BI reps, and also includes the Exec. Committee At- Large Member. The At-Large Member will cycle forward into the next Executive Committee position (Secretary) annually, following the election of a new At- Large Member. The Committee shall be chaired by an ICRC member who is elected from within the OAR Committee membership. All OAR committee members shall serve staggered terms of no more than three years
Handbook Revision Committee		A standing committee chaired by the Past Chair of the Executive Board.