

## **DUTIES OF DDS' CONSUMER ADVISORY COMMITTEE (CAC) OFFICERS**

### **Duties of the Chairperson:**

1. Call and lead all meetings
2. Represent the CAC at community and other functions selected by the Committee
1. Discuss with appropriate DDS staff and plan the agendas for all CAC meetings
3. Appoint sub-committees, including the chairperson of the sub-committee, and specify the activities, responsibilities, and functions that the sub-committee is to carry out
4. Perform other duties as the membership or DDS might assign
5. A person should be a CAC member for at least one year prior to being appointed the chair

### **Duties of the Vice-Chairperson:**

1. Assume the duties and exercise the powers of the Chairperson during his or her absence;
2. Perform such other duties as the Chairperson or the members may assign.
1. Discuss with appropriate DDS staff and plan the agendas for all CAC meetings

### **Duties of the Secretary:**

1. Discuss with appropriate DDS staff and plan the agendas for all CAC meetings
2. Time-keeper for meetings
3. Assist DDS support staff/ liaison with:
  - Taking notes for Minutes
  - Giving hand-outs to members during meeting
  - Assisting with meeting set-up and clean-up when in-person