

DUTIES OF CHAIRS

1. The RACC Chairperson shall
 - a. Preside at all RACC Membership meetings
 - b. Preside over Executive Board meetings
 - c. Serve as the point of contact for individuals or any college/university interested in RACC membership in cooperation with the Membership Chair
 - d. Be authorized to sign checks and use the RACC account
 - e. Appoint members for special duties or committees
 - f. Produce and present annual RACC Report
 - g. The RACC Chairperson position shall be filled by a current or past Board Member
 - h. Serve as a State Registered Agent for RACC

2. The Vice-Chair, Northern California and the Vice-Chair, Southern California shall
 - a. Whenever possible, the Vice-Chair, Northern California and the Vice-Chair, Southern California will reside in their respective area
 - b. Be authorized to sign checks and access the RACC bank account.
 - c. Provide membership with protocol and expectations for participation in RACC Events
 - d. Oversee and coordinate RACC events excluding RACC on the Road – Counselor Update programs
 - e. Serve as a State Registered Agent for RACC
 - f. In the event of a vacancy in the Chair position, the two Vice-Chairs will serve as interim Co-Chairs until a Chair is elected
 - g. Assume other responsibilities as directed by the Chair

3. The Treasurer shall
 - a. Be responsible for the collection of all membership dues and participation fees for RACC on the Road – Counselor Update programs
 - b. Be responsible for the payment of all RACC bills
 - c. Be responsible for all financial records of RACC
 - d. Make annual recommendation to the Executive Board regarding membership dues and budget
 - e. Prepare the Annual Budget to present at the summer membership meeting
 - f. Serve as a State Registered Agent for RACC
 - g. File the proper annual paperwork to the State of California as needed
 - h. Be authorized to sign checks and use the RACC account

4. The Communications Chair/Secretary shall
 - a. Take minutes of all meetings
 - b. Provide the minutes of the last membership meeting to new members
 - c. Serve as the RACC historian
 - d. Produce the Annual RACC Space Availability Report
 - e. Develop a strategy to communicate with RACC Members and RACC Partners using social media
 - f. Coordinate the annual publication of the RACC Directory
 - g. Manage all RACC member Slides used in RACC Out-of-State presentations and

RACC On the Road – Counselor Update Programs.

- h. Provide specific RACC slides to RACC Out-State Presentation venue coordinators
5. The Technology Chair shall
 - a. Maintain and update the RACC website and ensure that the documents in the RACC Membership site are current
 - b. With the Membership Chair, conduct annual audit of the RACC Membership information on the website
 - c. Maintain and ensure the accuracy of the email addresses in the RACC member email account
 6. The Professional Development Chair shall
 - a. Research and organize professional development events for all members
 - b. Explore new opportunities for member outreach
 - c. Along with Membership Chair, provide training for RACC members on group events and procedures, including new member orientation
 - d. Coordinate, organize, and serve as the RACC contact person for RACC events and session presentations at NARAC, WACAC, and NACAC Conferences
 - e. Organize summer retreat, fall meetings and WACAC conference meeting time
 - f. Conduct the RACC Survey of its membership at least every even year
 - g. Manage and serve as the contact person for the RACC Speaker's Bureau
 7. The Membership Chair shall
 - a. To serve as a resource by reaching reach out to colleges and universities who post job openings for a California regional representative
 - b. Work with new college/university considering RACC membership. Review and present new RACC membership applications to the Board for final approval
 - c. Along with the Vice-Chairs, provide training for RACC members on RACC procedures, including new member orientation.
 - d. Maintain a master roster of RACC Members
 8. The Counselor Relations Chair shall
 - a. Manage and maintain the RACC Partner database
 - b. Provide program oversight for RACC on the Road – Counselor Update programs including setting dates, event program, preparing PowerPoint presentation, collecting RSVPs, creating program invitation, sending invitations, working with the Treasurer to develop budget guidelines for venue coordinators, managing RACC member participation, ordering Counselor Gift, etc.
 - c. Working with the Communications Chair/Secretary develop RACC Partner Communication Plan