

## **Committee Chair – Main Responsibilities**

The Chair leads the committee and is responsible for ensuring the work is organized, fair, and productive.

### **1. Meeting Leadership**

- Schedule committee meetings in coordination with district staff.
- Approve meeting agendas.
- Facilitate meetings and keep discussions focused.
- Ensure all members have an opportunity to speak.
- Manage time and keep meetings on track.

### **2. Process Oversight**

- Ensure the committee follows district policies, procedures, and legal requirements (e.g., open meeting laws if applicable).
- Guide the committee through the established school closure evaluation process.
- Keep the work aligned with the committee's charge.

### **3. Coordination With the District**

- Act as the primary liaison between the committee and the school district administration.

### **4. Committee Organization**

- Assign tasks or subcommittees (e.g., data review, report review).
- Ensure members receive documents and materials in advance.
- Encourage collaboration and respectful dialogue.

### **5. Reporting & Recommendations**

- Lead development of the committee's findings and recommendations.
- Oversee drafting of the final report.
- Present recommendations to the school board.

## **Vice Chair – Main Responsibilities**

The Vice Chair supports the Chair and ensures continuity if the Chair is unavailable.

### **1. Acting Chair When Needed**

- Run meetings when the Chair is absent.
- Step in for the Chair during discussions where the Chair may need to recuse themselves.

### **2. Operational Support**

- Assist with agenda planning.
- Help organize committee work and track progress on tasks.
- Coordinate follow-ups on action items.

### **3. Member Support**

- Help ensure all committee members stay engaged.
- Serve as an additional point of contact for members with questions.

### **4. Project Coordination**

- Help monitor timelines for the school closure evaluation process.
- Assist with reviewing reports, data, and draft recommendations.