



## **Advisory Council Administrative Duties**

These duties may be delegated across members if the council chooses not to have officer seats. In compliance with Advisory Council Bylaw 8.1.

- **Communications Lead (Assigned annually)**
  - Respond to ARC and SPR on council specific communications
  - Share information with full council as requested by ARC and SPR
  - Attend or designate a representative to attend the ARC Annual General Meeting and Presidents Meeting.
  - Review and sign AC Member Applications and Renewals
  - Act as a secondary signer on financial requests made via the electronic accounting system, Microix.
  - Notify ARC of highlights, concerns, or ideas.
- **Financial Monitoring (Assigned annually)**
  - Receive and share monthly financial reports sent by the ARC Finance and Business Office.
  - Approve financial requests in the electronic accounting system, Microix.
  - Work with SPR Representative on the annual budget proposal process.
- **Meeting Facilitator**
  - Collaborate with SPR Representative to develop a meeting agenda.
  - Verify SPR Representative will be in attendance at meetings.
  - Follow the agreed upon agenda.
  - Call to order.
  - Establish quorums.
  - Ensure proper voting on motions.
- **Notetaker**
  - Take notes at meeting.
  - Receive approval from members that minutes are true and correct.
  - Send approved minutes to the ARC Designee.

Full council responsibilities are included in the Bylaw and Operating Agreement documents.