

# **RRCC**

## **ADMINISTRATIVE/TECHNICAL PROFESSIONAL COUNCIL**

Leadership Roles: It is the consensus of the Admin/Tech Pro Council that an elected Chair and Chair-Elect will provide leadership to this joint constituency group.

### **Chair**

Term of Service – One year, based on fiscal year calendar July 1 to June 30.

#### Job Description

- Establish calendar of regularly scheduled Council meetings, set meeting agendas and facilitate meetings
- Act as liaison by serving on the RRCC College Leadership Council (CLC)
- Communicate constituency issues/concerns with college leadership, and serve as communication liaison between both Council and college leadership
- Participate in college Ad Hoc committees as needed
- Lead the organization of Professional Development opportunities for Admin/Tech Pro constituents

### **Chair-Elect**

#### Term of Service

- An elected position which serves as Chair-Elect for one fiscal year, then assumes role of Chair for second year of leadership service.

#### Job Description

- Provide support to the Chair
- Serve as Chair-Elect on RRCC College Leadership Chair (CLC)
- Take minutes at Admin/Tech Pro Council meetings and distribute minutes to all membership
- Greet newly hired Administrators and Professional Technical personnel

### **Nominations**

A call for nominations (or self-nominations) will be sent out mid-May. Nominations will be for Chair-Elect, a leadership role which will commit to 2 years of service (1st year as Chair-Elect, 2<sup>nd</sup> year as Chair). Voting will take place the 1<sup>st</sup> week of June and Council leadership will assume official roles July 1<sup>st</sup>.