



## **Member Roles and Responsibilities**

### At meetings.

- Show up prepared. Read through materials posted on Council website.
- Ask questions and also feel free to ask for clarification.
- Listen to understand, speak to be understood.
- Help facilitate the meeting if it is not on track.
- Participate. Offer ideas and suggestions.
- Consider new perspectives.
- Stay on the task at hand.
- Take an opportunity before or after the meeting to become acquainted with other Council members.
- Share information about what your stakeholder group is doing.
- Sign up to bring refreshments once a year.
- If possible, attend a Steering Committee meeting.

### Stakeholder group interactions.

- If you'll be absent from a meeting, contact your alternate to attend in your place.
- Keep your alternate informed when there is an important issue to be discussed.
- When possible, provide information to others in your stakeholder group.
- When feedback to the Council is requested, find a venue to obtain feedback.
- Encourage others in your stakeholder group to volunteer for Council projects, committees, or general Council assistance.

### Stakeholder group presentations.

- Be prepared to provide a 10-15 minute annual overview/update to the Council of what your group is doing.

### Committee/Special Event Assistance

- Serve on a committee or help out with an event. There may be others in your organization that can assist the Council with a task.