**Examples of CCO CAC Chair/Co-Chair Role Descriptions**

**AllCare CCO**

*Chair and Vice Chair*: The Chair and Vice Chair of the Community Advisory Council will be elected annually at the July CAC meeting and their one-year term of service will begin in August.  The Chair/Vice Chair may serve up to three consecutive one-year terms, so long as each one-year term is within the three-year term as a CAC member.

*Role of Chair*: The Chair of the Council is responsible for facilitating the CAC meetings.  The Chair will attend each meeting and serve on the Board of Governors and will serve as the liaison between the Council and the Board. A Board dashboard report will be presented to the CAC on a quarterly basis, at minimum.  The Chair will present a CAC report at each meeting of the Board of Governors.  The Chair of the CAC also serves as a member of the CAC Selection Committee.

*Role of Vice Chair*: The Vice Chair of the Council is responsible for facilitating the CAC meetings in the absence of the Chair.

**Columbia Pacific CCO Columbia County CAC**

*Committee Co-Chair*: Chairs monthly meeting, when Chair is unable, may work with Community Advisory Council Coordinator and Chair, as needed, for miscellaneous preparation, participates as appropriate, in community events the CCO is involved with, assist Chair and Coordinator with new member trainings, recognizing members’ contributions and involvement.

**InterCommunity Health Network CCO**

*Benton Local Advisory Committee Chair*: The Chair provides leadership for the Committee and isresponsible for establishing meeting schedules, creating agendas and disseminating meeting materials in advance of meetings, calling meetings to order, and facilitating meetings in an efficient, productive manner.  The Chair works closely with the CAC coordinator and is a member of the CAC Communication Coordination Committee.  The Chair participates in IHN-CCO CAC meetings.  If the Chair is not a voting member of the CAC, then participation is in an *ex officio* capacity; and, as such, is not a voting member of the CAC.

*Term length* – 2 years; 2 term limit.

*Lincoln Local Advisory Committee Chair*: Responsible for establishing meeting schedules, creating agendas, calling meetings to order, and facilitating meetings in an efficient and productive manner. The Chair will work closely with the CAC liaison and the CAC.

Term length: 2 years; 2-term limit.

*Linn Local Advisory Committee*: The members of the LLAC will elect the Chair/Vice-Chair. Any member of the LLAC is eligible to be Chair/Vice-Chair. The Chair/Vice-Chair will develop the agenda for each of the CAC meetings in collaboration with the other members of the LLAC and the CAC Coordinator.

**Trillium Community Health Plan**

The CAC will review a slate of nominees for Chair, from which it will select a Chairperson and Vice Chairperson. Both the CAC Chair and the CAC Vice Chair will hold their positions for a 2-year term. They may be nominated for reappointment for one additional term. The CAC Chair will represent the CAC in all matters.  
  
The CAC Chair is accountable for:

* Convening and leading meetings
* Developing, prioritizing and approving meeting agendas
* Ensuring engagement of CAC members
* Facilitating conflicts among CAC members
* Providing leadership to CAC members
* Ensuring regular communication to CAC members regarding decisions made by other groups that impact this CAC
* Working with staff to provide monthly reports and recommendations to the Governing Board on behalf of the CAC
* Oversight and facilitate establishment of CAC sub-committees and the CAC member who chairs them

The CAC Vice Chair is accountable for:

* Partnering with the CAC Chair to achieve the duties listed above.
* Covering the duties of the Chair in his/her absence.