

**NORTH/FAR NORTH REGIONAL CONSORTIUM
ROLES AND RESPONSIBILITIES
COORDINATING COUNCIL**

MEMBERS:

Chancellor: Doug Houston (Lead)
President: Scotty Thomason
Vice Presidents: Debra Sutphen (North) and Virginia Guleff (Far North)
Sector Navigator: Linda Zorn
Consortium Co-Chairs: Jodi Ausland (Far North) and Jamey Nye (North)

FUNCTION:

- Demonstrate affirmation and support
- Designate an alternate
- Participate on all monthly CC calls/meetings which are facilitated by the Regional Consortium Staff (or designated alternate)
- Participate in all Regional Consortium Meetings (or designated alternate)
- Ensure that Regional CEO and CIO Groups are aware of Regional Consortium activities.
- Collaborate with the Regional Consortium Staff to ensure information/format/etc are appropriate for dissemination to Regional and State External Leadership
- Share Regional Consortium activities with CEO's and CIOs at meetings
- Inform Regional Consortium of CEO and CIO questions, concerns, ideas.
- Participate in Regional Strategic Planning Process
- Encourage Regional CEO and CIO Groups to participate in their campus "Road Show"
- Determine succession rotation plan for CEOs/CIOs for Regional Consortium
- Stress to CEOs/CIOs the importance of:
 - Designating one Voting Member from his/her college to participate in RC
 - Ensuring that the Voting Member represents his/her college by:
 - ◆ Communicating all Regional Consortium activities to CIO and appropriate College Administrators
 - ◆ Serving as College Liaison between College and the Regional Consortium, Deputy Sector Navigators, Sector Navigators, Key Talent and Technical Assistance Providers
 - ◆ Acting as his/her college's first point of contact for CTE funding opportunities
 - ◆ Ensuring all CTE Enhancement Funds are allocated with Regional focus
 - ◆ Assisting the Regional Consortium with building regional partnerships
 - Establishing a meeting schedule with Voting Member to ensure Regional Consortium activities are in alignment with College goals.

COMMUNICATION:

- Local Faculty
- Local CTE Dean
- Sector Navigator/Deputy Sector Navigator
- Key Talent
- Regional Consortium Staff
- Monthly Coordinating Council Calls
- Website
- Conference/meeting presentations
- Coordinating Council Update at Regional Consortium Meetings
- Regional consortium minutes
- Quarterly newsletter

SUPPORT NEEDED FROM REGIONAL CONSORTIUM STAFF:

- Coordinating Council Calls/Meetings:
 - Set up/facilitate calls
 - Regional Consortium Meeting notifications
 - Ensure logistics for face-to-face meetings
 - Request Agenda Items
 - Distribute Agenda (one week prior to call)
 - Take/distribute Notes
- Ensure that all CC Members are included on all Regional Consortium list serves