Roles and Responsibilities of Executive Board members

POSITION IN THE AGENCY OF BOARD MEMBER	CONSIDERATIONS WHEN ASSIGNING A MEMBER OF THE BOARD	AFTER BEING ASSIGNED AS A MEMBER OF THE BOARD BY THE AGENCY	
Position Responsibilities	**Individual Experience / Skills**	**Committee Operating Rules (Possibly a packet received upon assignment to Board)**	**Meeting Specific Expectations (Norms)**
Able to act as the agent of the agency – make decisions for the agency regarding WAQTC program administration.	Familiarity with WAQTC.org	How WAQTC is funded	Able to provide support outside of the meeting
Ensures WAQTC program standards followed in the agency	Program administration experience and knowledge	Board membership requires follow the standards of the TTQP	Has authority to make changes in the agency
Personally involved or linked to the AQC	Be directly or indirectly responsible for the actual trainers and / or the lead trainer	Majority rules, consensus preferred	Able to be separated from their duties during the meetings
Represent the Board and WAQTC professionally, positively, and with respect Actively participates in the Boards work	Directly or indirectly responsible for agency compliance with CFR 637, Subpart B – Quality Assurance Procedures for Construction.	Member can only vote on subjects exercised in their agency	Attend the meetings
Works in the capacity that fits with the Boards work (Works in Materials)		Knowledge of WAQTC, QAC, and Board structure	Need to be prepared in the agenda items and participate
Involved with administration of the WAQTC training program.	Is familiar with the training materials	Understanding of the WAQTC Admin. Manual	Contribute to the Strategic Plan – submit changes and revisions to the Board
Agency allows / Able to travel or participate remotely under normal conditions.		WAQTC Programs Standards Followed by Agency	Bring suggestions of changes to the program with solutions