



Community Curriculum Advisory Committee (CCAC)

Duties of the Chair

1. Preside and facilitate at all monthly meetings according to Robert's Rules of Order.
2. Appoint all subcommittees, with the approval of a simple majority of the committee members.
3. Supervise all functions of the committee.
4. Serve as ex-officio member of any subcommittee that might be created.
5. Ensure agenda items follow the allotted time so the meeting ends on time
6. Work with committee at the beginning of each school year to identify meeting norms
7. Hold committee members accountable to meeting norms
8. Other duties as needed