

## APPENDIX B

### SEAC EXECUTIVE OFFICERS' RESPONSIBILITIES

#### CHAIR (1 year term):

- Develop meeting agenda with GCED Director.
- Send approved agenda to the assistant of the GCED Director for distribution to SEAC members.
- Arrange for guest speakers with approval and assistance from the GCED Director.
- Facilitate meeting.

#### CHAIR ELECT (1 year term):

- Assist Chair with meeting agenda ideas.
- Assist with agenda/minute review and approval.
- Facilitate meeting when Chair is unavailable.
- Take minutes when secretary is unavailable.

#### SECRETARY (1 year term):

- Take minutes during SEAC meetings.
- Send minutes to Chair, Vice-Chair and GCED Director for corrections/approval.
- Send minutes to the assistant of the GCED Director for distribution to SEAC members.