

## **LICC Officers and Expectations**

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### **LICC Chair and/or Co-chairs:**

#### **Expectations during tenure as chair or co-chair**

1. Convene meetings.
2. Develop agenda and facilitate meetings.
3. With assistance from LICC members develop child find and transition public awareness activities.
4. Attend annual regional LICC orientation session sponsored by the NC-ICC.
5. Oversee activities supported by mini-grant.
6. Prepare annual mini-grant activity report and submit to NC-ICC.

### **LICC Vice-Chair**

#### **Expectation during tenure as vice chair.**

1. Assist chair with duties if needed.
2. With assistance from LICC members, develop and implement parent recruitment plan to increase parent membership on LICC.
3. Serve as or identify LICC members to mentor parent members during initial 6 month membership period.
4. With chair and/or membership develop parent orientation materials, if LICC is not using the materials developed by NC-ICC.
5. Substitute for chair in circumstances when chair has conflict of schedule for meetings.

### **LICC Secretary**

#### **Expectation during tenure as secretary.**

1. Take minutes of LICC meetings.
2. Note attendance at meetings.
3. Disseminate minutes once approved by membership.
4. Perform duties as agreed upon by LICC membership.