

Personnel and Organizational Development Committee (PODC)

Leadership Job Descriptions

Chair Elect/Secretary –

1. Keeps an accurate set of minutes of all PODC meetings and forwards the minutes of the last meeting to all PODC members for their review before the next meeting.
2. Attends the meetings of the Strategic Planning Council (SPC) as the PODC Liaison and reports the work of PODC. There are usually three SPC meetings each year.
3. Conducts all PODC meetings in the absence of the Chair.
4. Assumes the role of Chair in the third year of the four-year term.

Chair –

1. Conducts all PODC meetings.
2. Develops each meeting's agenda
3. Assists with meeting site and facility selection and sends meeting registration material to PODC members well in advance of the upcoming meeting.
4. Attends the meetings of the Extension Committee on Organization and Policy (ECOP) as the PODC Liaison and reports to ECOP the work being done by PODC. Prepares a report of Action Items and Information Items with input from PODC. There are usually three ECOP meetings each year.
5. Works with the Chairs of SPC and PLC to plan the annual joint meeting. Every third year, makes arrangements for this joint meeting (2001, 2004, etc.)
6. Assumes the role of Past Chair in the fourth year of the four-year term.

Past Chair –

1. Conducts orientation for new PODC members at the first meeting of the year. Suggested items to use in this orientation include: a) Minutes from last three meetings, b) Operating Principles, c) ECOP Organizational Chart, d) ECOP Committee structure and functions, and e) Last three ECOP reports
2. Works with the PODC web site administrator to add new: a) Minutes, b) Correspondence, c) Reports, d) Publications, e) Committee rosters, and f) Agendas to the appropriate sections of the electronic PODC data base.