

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)
<p>Able to act as the agent of the agency – make decisions for the agency regarding WAQTC program administration.</p> <p>Ensures WAQTC program standards followed in the agency</p> <p>Personally involved or linked to the AQC</p> <p>Represent the Board and WAQTC professionally, positively, and with respect</p> <p>Actively participates in the Boards work</p> <p>Works in the capacity that fits with the Boards work (Works in Materials)</p> <p>Involved with administration of the WAQTC training program.</p> <p>Agency allows / Able to travel or participate remotely under normal conditions.</p>	<p>Familiarity with WAQTC.org</p> <p>Program administration experience and knowledge</p> <p>Be directly or indirectly responsible for the actual trainers and / or the lead trainer</p> <p>Directly or indirectly responsible for agency compliance with CFR 637, Subpart B – Quality Assurance Procedures for Construction.</p> <p>Is familiar with the training materials</p>	<p>How WAQTC is funded</p> <p>Board membership requires follow the standards of the TTQP</p> <p>Majority rules, consensus preferred</p> <p>Member can only vote on subjects exercised in their agency</p> <p>Knowledge of WAQTC, QAC, and Board structure</p> <p>Understanding of the WAQTC Admin. Manual</p> <p>WAQTC Programs Standards Followed by Agency</p>	<p>Able to provide support outside of the meeting</p> <p>Has authority to make changes in the agency</p> <p>Able to be separated from their duties during the meetings</p> <p>Attend the meetings</p> <p>Need to be prepared in the agenda items and participate</p> <p>Contribute to the Strategic Plan – submit changes and revisions to the Board</p> <p>Bring suggestions of changes to the program with solutions</p>