**Academic Advising Council (AAC)**

**Liaison and Chairperson Expectations**

*Liaison Description*

Each AAC committee and working group will have a member of AAC assigned to it as a liaison. The liaison does not have to be an *elected* member of AAC. The function of the liaison is as follows:

1. Attend committee/working group meetings.
2. Share AAC information as needed with the committee/working group.
3. Collaborate with the chairperson to ensure the group stays on-point with its charge from AAC and meets their goals.
4. Support the chairperson and committee in all of their activities and serve as a bridge between other campus entities as needed
5. Provide regular reports to AAC members during their meetings as to the accomplishments, goals, and tasks of the committee/working group.

*Committee/Working Group Chairperson Description*

Each AAC committee and working group will elect a chairperson, following the committee appointment process in the spring semester. The chairperson should have previous experience with the committee/working group, provided the group previously existed. The chairperson shall have the following responsibilities:

1. Establish a regular meeting schedule for the committee/working group and make those dates available to AAC. Committees should meet at least once a month during the fall and spring semesters, although some may meet more frequently.
2. Maintain an accurate roster of committee/working group membership, including the roles in which people are serving (secretary, etc).
3. Collaborate with EMAS staff to update the AAC website information, including but not limited to, committee/working group membership, meeting minutes, etc.
4. Communicate with the committee/working group their charge and responsibilities and establish goals for each semester.
5. Prepare a budget request to submit to AAC when requested.
6. Work with the liaison to determine needs and requests that should be brought to AAC’s attention.
7. Collaborate with other AAC subcommittees and campus entities as needed.