



**Responsibilities of Executive Members** (Discussed and voted on by members)

1. Attend all meetings – 6 per year
2. Send back person if primary person can not attend from organization
3. Prepare back up person if there is one
4. Update your organization and community on SCAP events, programs, and campaigns
5. Promote SCAP in community at large and other board or organizational meetings
6. Bring relevant emerging issues to group
7. Active engagement in SCAP events (promotion, participation, planning, preparation, and debrief meetings)
8. Facilitate meetings or sections of meetings (Develop agenda with SCAP director and chair meeting)

**Length of MOU** (Discussed and voted on by members)

1 year with renewal

**Conclusions:**      ➤ Finalized the responsibilities of the members of the SCAP Executive Team

<b>Action items</b>	<b>Person responsible</b>	<b>Deadline</b>
✓ Contact Executive Team Members about their organizations specific contribution to the Executive Team meetings	Cory Mashburn	9/30/11
✓ Work on the wording of the Memorandum of Understanding with the feedback from this meeting.	Cory Mashburn/Laura Cody	10/7/11
✓ Get a draft of MOU to Executive Team Members	Cory Mashburn	