CCD CO-CHAIR AND TASK FORCE REQUIREMENTS AND RESPONSIBILITIES

Requirements to Serve as Co-Chair:

·   Each Co-Chair must be a representative of a CCD member organization in good standing.

·   Each potential Co-Chair must either be active in the Task Force for at least the preceding year or have demonstrated expertise and knowledge of the issues and knowledge of CCD and its policies and procedures.

·   All Co-Chairs must be elected by the Task Force.

Responsibilities of Each Co-Chair:

·   Each Co-Chair will participate in **at least four** of the Coordinating Committee (monthly co-chair) meetings annually unless extraordinary working requirements prevent such participation.

Task Force Responsibilities:

·   Each Task Force will uphold the vision and mission of CCD, including promoting diversity, equity, and inclusion and cultivating a space free from racism, ableism, sexism, and xenophobia, as well as LGBTQ+ based discrimination and religious intolerance--both for the Task Force members and for the disability community CCD serves. Task Force members shall be made aware of the CCD Complaint Process.

· Each Task Force will be represented at every monthly Coordinating Committee (Co-Chairs) meeting by at least one Co-Chair. Reasonable flexibility is granted when the Task Force has only one Co-Chair. In this case, the Co-Chair should provide a brief, written update to the Vice-Chair (or Chair) to be presented on the Task Force's behalf.

· If a Task Force is not represented at the monthly meeting for three months in a row, the Task Force should discuss electing new Co-Chairs who are able to fulfill this responsibility at the next Task Force meeting and report back to the Chair and Vice Chair of CCD regarding what actions it has taken to ensure Task Force representation at the next monthly meeting.

· As appropriate, each Task Force will participate in any CCD-wide event/undertaking (e.g., Congressional briefing, budget and appropriation documents, Hill visits, rallies, etc.).

· Each Task Force, as appropriate, will provide key notices/documents for inclusion on the CCD web page, including annual reports.

· Each Task Force, as appropriate, may invite non-members to participate in specific meetings.

Approved by the Board of Directors, 9/12/06 – updated January 2021