

## **Council Staff Roles and Responsibilities**

Council staff is responsible for several activities related to the community planning process. The following describes Council staff roles and responsibilities as related to HCPC work and described in government documents, the HCPC Bylaws, and elsewhere in this manual.

Council staff is responsible for the administrative and logistical tasks related to community planning, as well as providing technical support to the HCPC, the Steering Committee, Committees and work groups.

### **Roles and Responsibilities**

- Type and post meeting agendas in accordance with state and local ordinances regarding open meetings;
- Distribute meeting agendas and supporting materials, including minutes of preceding meetings, to HCPC members prior to Council, Steering Committee, Committee and work group meetings;
- Gather and present information and data as requested by the Council and its Committees and work groups;
- Assist the Steering Committee, Committees and work groups chairs and co-chairs in developing agendas and managing working-group activities;
- Ensure accomplishment of the five (5) core objectives of community planning as outlined in the CDC and HRSA mandates.
- Collaborate with the Health Department, Council leadership, Council members, community stakeholders and other parties as appropriate.