

COSC Chair Calendar and Responsibilities

Monthly:

- Week preceding meeting – approve agenda via email with COSC staff
- Chair meeting (every month but August and December); arrange for replacement chair if gone; and, solicit topics for upcoming meetings and invite guest speakers when necessary.
- Week following meeting – review and edit minutes for posting by COSC staff

Quarterly:

- Check in with CCR Liaisons and County HR Staff regarding LTE hours usage rates
- Usually attend approximately 4-6 outside meetings with CCR's or other stakeholders as needed per year to discuss relevant projects or collaborations.
- Check COSC website to see if COSC or CCR staff need to update or change site.

Annually:

- **January:**
 - Review membership, expiring terms, reach out to relevant members regarding whether they want to be reappointed, reach out to potential new members to fill vacancies. County Board member terms expire in April, all other terms expire in June. Term expiration years are staggered.
- **July/August:**
 - Check with County Executive Staff regarding budget request for COSC appropriation.
- **September:**
 - Check in with CCR chairs/liaisons to remind them to prepare annual report for PPJ/HHN committees. You usually need to send out a reminder or two.
 - Invite the County Executive and Secretary of County Health and Human Services to present at November meeting.
- **October:**
 - Check in with CCR chairs/liaisons about LTE hour requests for the next year. This is usually determined over a group email between the COSC chair, the CCR liaisons/chairs, and Dane Co. HR Staff. This usually takes about 5-10 emails total to complete, including reminders
- **November/December:**
 - Submit written annual report to HHN and PPJ County Board Committees regarding COSC and CCR yearly activities (submit report in November or

December). The Chair writes a 1-2 page report for the COSC then attaches the reports from each CCR as an addendum. The report is then submitted to the chair of the PPJ and HHN committees via email. I presented directly to the PPJ committee a couple of times to go over our report.

As Needed:

- Solicit new COSC members and participants, with an emphasis on fidelity to the COSC's commitment to diversity and inclusion.
- Meet with new COSC members as necessary to orient them to the COSC.
- Ensure compliance with COSC ordinance, both regarding mission and voting member composition.
- Draft, review, or approve letters or other correspondence sent on behalf of the COSC.
- Discuss leadership elections with COSC as necessary. Leadership positions don't currently have a specific term and the COSC likely should formally vote on how long a term for Chair or Vice-Chair should be.