

Job Descriptions – Chancellor’s Commission for LGBT People

Chair or Co-Chair

The Chair or Co-Chair’s responsibility is to lead the advisory group.

- In consultation with Vice Chancellor for Diversity, set the agenda of the commission for the semester and year.
- Collaborate with Director for the OUTreach Center.
- Schedule commission meetings which are held once a month during fall and spring academic terms. Secure location.
- Ensure commission membership is complete and all positions on the commission are filled with as many diverse (in the broadest sense) people as possible.
- Assign committee chairs and membership from among the commission members.
- Serve as ex-officio member on other Chancellor’s Commissions (Commission for Blacks, Commission for Women)
 - Attend commission meetings held once each month during fall and spring academic terms.
- Serve as voting member of the Council for Diversity and Interculturalism
 - Attend council meetings held once each month during fall and spring academic terms.
- Meet with Vice Chancellor for Diversity once each month.
- Responsible for ensuring Commission website is up to date.
- Ensure By-laws accurately reflect the activities of the commission.

Committee Chair or Co-Chair

- Lead committee by setting agenda for semester and year.
- Communicate with and/or hold meetings with committee to work on agenda items set forth.
- Provide updates on committee work to full commission at meetings.

Commission members:

- Serve on **at least** one committee or serve as Chair/Co-Chair of a committee.
 - Provide input to the committee.
 - Assist with the work on the agenda set forth by committee and/or commission.
- Attend monthly commission meetings.
- Serve as a community liaison for the campus LGBT community as an ally to all members of the community.