

COMMISSION RESPONSIBILITIES

Ensure Member States:

1. Establish a state commissioner
2. Establish or develop a state council
3. Comply with the MIC3 rules, regulations, and by-laws; and state statutes

COMMISSIONER RESPONSIBILITIES

Compact Checklist for Commissioners:

1. **Be familiar with my state compact statute** <http://bit.ly/statestatutes>
 - a. Any additional language and requirements
2. **Establish and/or develop state council meetings.**
 - a. Meeting frequency requirements in statute and/or rule
 - b. In some cases, the state council is coordinated by another individual or agency
3. **Submit an annual report (or brief) to the state legislature or assembly**
 - a. Required by some state statutes
4. **Attend the Annual Business Meeting (October)**
 - a. If the commissioner is unable to attend, the member state may designate a temporary representative or designee
 - b. Travel expenses paid by the commission
5. **Serve on standing committees and attend standing committee meetings** <http://bit.ly/commmeetingdates>
 - a. Five (5) committees: Finance; Training; Communication and Outreach; Compliance; Rules
 - b. Meet quarterly or more by conference call, as determined by the committee chair
 - c. Also meets at the Annual Business Meeting
6. **Participate in tier group meetings** <http://bit.ly/tiergroups>
 - a. Member states grouped by military dependent impactation (low to high)
 - b. Meet at the Annual Business Meeting

Responsibilities to the National Commission: <http://bit.ly/coordpolicy>

1. **Submit both the Code of Conduct and Conflict of Interest form upon appointment and by January 31 each year**
2. **Report state council meeting dates to the national office**
3. **Submit state compact documentation by fiscal year end (June 30)**
 - a. Submissions accepted throughout the year
 - b. May include: meeting agenda and minutes, rosters, legislative reports, summary of accomplishments activities, or presentations for the previous year

4. **Ensure my MIC3 state compact webpage is current** <http://bit.ly/statepages>
 - a. My contact info
 - b. Secondary point of contact
 - c. State council members changes

5. **Respond timely to Commission requests, referrals, etc.**

Resignations and Term End: <http://bit.ly/coordpolicy>

1. **Inform the commission, state appointing authority, and my state council**
 - a. Within 30 days
2. **Assist in the appointment of the new commissioner (where appropriate)**
3. **Assist in the transition of the new commissioner**