

Vice Chair Appointment Guidance

Goal 1: Culture

Culture is the foundation of the Commission. As the Commission continues to evolve, so must the partnership among members and staff. To build a successful future, the organization will empower and channel the diverse nature of its members and staff to achieve a unified focus, purpose, and outcome.

Goal Statement

Reinforce a student-centered culture, unified around successful educational transitions. Continue to enhance the organization's culture by creating opportunities for members and staff to connect and promote the mission, purpose, and values.

Strategy 2. Recruit and Develop the Next Cohort of Leaders

The Commission is committed to fostering leadership by identifying and encouraging members to explore leadership and volunteer roles. This approach allows the organization to build a collaborative and inclusive pipeline that empowers individuals and supports the long-term strength of the organization.

- a. The Executive Committee Chair, in consultation with EXCOM and the standing committee chairs, will appoint a vice chair for each standing committee.*

Executive Committee

Responsible for guiding and overseeing the administration of all Commission activities and for acting on behalf of the Commission, as permitted by the Compact, during the interim between Commission meetings.

By-laws Article III – Officers

Section 2. Duties.

The officers shall perform all duties of their respective offices as provided by the Compact and these By-laws. Such duties shall include, but are not limited to, the following:

- a. Chairperson. The chairperson shall call and preside at all meetings of the Commission and in conjunction with the Executive Committee shall prepare agendas for such meetings, shall make appointments to all committees of the Commission, and, in accordance with the Commission's directions, or subject to ratification by the Commission, shall act on the Commission's behalf during the interims between Commission meetings.*
- b. Vice Chairperson. The vice chairperson shall, in the absence or at the direction of the chairperson, perform any or all of the duties of the chairperson. In the event of a vacancy in the office of chairperson, the vice chairperson shall serve as acting until a new chairperson is elected by the Commission.*
- c. Secretary. The secretary shall keep minutes of all Commission meetings and shall act as the custodian of all documents and records pertaining to the status of the Compact and the business of the Commission.*
- d. Treasurer. The treasurer, with the assistance of the Commission's executive director, shall act as custodian of all Commission funds and shall be responsible for monitoring*

the administration of all fiscal policies and procedures set forth in the Compact or adopted by the Commission. Pursuant to the Compact, the treasurer shall execute such bond as may be required by the Commission covering the treasurer, the executive director and any other officers, Commission Members and Commission personnel, as determined by the Commission, who may be responsible for the receipt, disbursement, or management of Commission funds.

e. Past Chair. The past chair is the most recent previous chair who is still serving as a Commission member and shall perform such duties as may be requested by the Commission.

Standing Committee Descriptions and Chairpersons

The composition, procedures, duties, budget, and tenure of such committees shall be determined by the Commission. *Note: Chairpersons are appointed annually by the Commission Chair, except for the Finance and Leadership Nomination Committees. The Treasurer serves as the chair of the Finance Committee, and the Past Chair serves as the chair of the Leadership Nomination Committee.*

- **Training** – Responsible for developing educational resources and training materials for use in the member states to help ensure awareness of, and compliance with, the terms of the Compact and the Commission's rules.
- **Communications and Outreach** – Responsible for raising awareness, informing, and promoting the Compact to member states and other stakeholders.
- **Compliance** – Responsible for monitoring the compliance by member states with the terms of the Compact and the Commission's rules, and for developing appropriate enforcement procedures for the Commission's consideration.
- **Rules** – Responsible for administering the Commission's rulemaking procedures, and for developing proposed rules for the Commission's consideration as appropriate.
- **Finance** – Responsible for monitoring the Commission's budget and financial practices, including the collection and expenditure of Commission revenues, and for developing recommendations for the Commission's consideration as appropriate.

The Treasurer shall be an elected officer of the Commission and shall, by virtue of such office, serve as Chair of the Finance Committee.

In the event the office of Treasurer becomes vacant, the Vice Chair of the Finance Committee does not automatically assume the office or title of Treasurer. A vacancy in the office of Treasurer shall be filled by election in accordance with Commission By-laws and the established election procedures of the Commission.

During the period in which the office of Treasurer is vacant, the Vice Chair of the Finance Committee shall continue facilitating the Finance Committee meetings and shall serve as a member of the EXCOM. Such interim responsibilities shall continue until a Treasurer is duly elected from the Commission's membership and assumes office.

I. General Process

A. Expression of Interest

Commissioners and commissioner designees may indicate their interest in serving in leadership roles, including serving as a committee vice chair, annually through the Committee Preference Survey.

B. Consultation & Recommendation

When selecting a committee vice chair, the Commission Chair, after consulting with the committee chair and the EXCOM, may consider the following:

1. Seniority: A candidate's length of service on the Commission or its committees may be considered as one of several relevant factors. Seniority can reflect sustained commitment to the Commission's mission, familiarity with committee responsibilities, and the subject-matter knowledge needed to support the committee's work.
2. Compliance: A candidate's compliance with the Compact statute and Rules demonstrates reliability and consistent adherence to Commission requirements. This indicates a strong record of responsibility and alignment with the Commission's expectations.
3. Balance: When possible, the selection process should support balanced representation within the committee. The committee's leadership should reflect a diversity of backgrounds and perspectives—such as education, uniformed services, and policy—to help ensure broad insight and well-rounded decision-making.

C. Consultation and Appointment

The Commission Chair will appoint the committee vice chair in consultation with the EXCOM. Appointments will be made after the Annual Business Meeting, once committee chairs have been appointed and committee memberships finalized. Acceptance of the role is voluntary, and the candidate may decline the appointment.

The committee vice chair appointment is for a single calendar-year term.

D. Vacancies

The appointment of committee chairs is the responsibility of the Commission Chair. In the event of a vacancy in a committee chair position, the Commission Chair may direct the committee vice chair to carry out duties as necessary to ensure that committee meetings, activities, and initiatives proceed efficiently and effectively until a chair is formally appointed.

II. Role and Responsibilities of the Vice Chair

The committee vice chair supports the committee's work through preparation and by providing consistency and informed guidance. Similar to the committee chair, the vice chair helps ensure the committee meets its strategic goals, delivers consistent programs, and provides timely services.

- A. In the absence of the chair, or when directed by the chair, carry out any duties necessary to ensure committee meetings and initiatives proceed efficiently and effectively.
- B. Review the committee meeting agenda and related materials in advance to support informed discussion and decision-making.
- C. When appropriate, and in consultation with the committee chair, provide input on the committee's agenda and strategic initiatives.