

## JOB DESCRIPTION AND EXPECTATIONS

### NAME

The Program Advisory Groups will be known as PROFESSIONAL ADVISORY COMMITTEES in all IAAAA materials.

### PURPOSE

To support and enhance the AAAs and the objectives of IAAAA.

To meet this purpose the Board of Directors shall organize Professional Advisory Committees. Professional Advisory Committees serve at the pleasure of the Board of Directors.

### DUTIES

- Enhance the inter-area coordination to facilitate identified core uniformity initiatives
- Improve service quality
- Promote collaboration and support among the members
- Disseminate information

### DELIVERABLES

- Provide the IAAAA CEO minutes of the meetings within fourteen (14) calendar days
- Complete assigned tasks as directed
- Develop a concise written annual work plan

### MEMBERSHIP

- One employee from each member agency appointed by the AAA CEO
- Members serve at the pleasure of the appointing agency director

### MEETINGS

- Meetings will be held at least quarterly when working on assigned task (unless waived by the IAAAA CEO)
- Meetings will be coordinated for travel purposes among the PACs with at least one other PAC
- Meetings will be scheduled 10:00 a.m. to 2:00 p.m. on either Tuesdays or Thursdays
- Guests at PAC meetings will be invited for a specific time slot
- The PAC is to schedule the IAAAA CEO when her/his attendance is desired
- IAAAA board members and the CEO are *ex-officio* members of all PACs

## LEADERSHIP

- PACs will annually elect a chair. The chair will appoint a vice chair, secretary and membership officer
- There are no term limits
- The membership officer will maintain a current official listing of that PAC's membership

## AUTHORITY

- PACs are official entities of IAAAA for the purpose of providing professional advice and guidance. Policy decisions are the sole authority of the IAAAA.