

## Roles of Co-chair

Coordinate with the other co-chairs and advisory group members to identify agenda items and action items.

Meet with co-chairs to discuss order of agenda items and proper coordination during meeting.

Arbitrate disputes at meetings, if necessary.

Review documents.

Attend all advisory group meetings.

Coordinate with co-chairs during meeting to ensure agenda items are addressed in a timely manner and that future agenda items or issues are properly documented.

Ensure members have the opportunity to provide input.

Ensure community issues and concerns are addressed when raised.

Ensure documents distributed to the advisory committee are written in layman's terms when possible.

Ensure that all members have the opportunity to participate in an open, honest, and constructive manner.

Ensure that community issues and concerns related to restoration are raised.

Report back to the community, and coordinate with other members to ensure that they are adequately representing segments of the community at meetings.

Participate in debriefing sessions to identify action items, follow-ups, and areas where additional information or improvements are necessary.