



## **Administrative Council Roles and Responsibilities**

### **Council Members' Roles**

- Gather input from members through formal and informal channels, and bring input back to the Council when relevant; be alert to member concerns that can be addressed by PrairieCat's mission, objectives and programs
- Reach out to new directors in the Council member's representative group to welcome them to PrairieCat and answer questions
- Communicate information to members; support the decisions of the Council when communicating with members
- Set PrairieCat policies for implementation by the Director and staff
- Oversee fiscal operations of the consortium; draft annual budget and make recommendations on the budget and capital expenditures to the Delegates Assembly for member approval
- Oversee the consortium's long-range and strategic planning, with input from members, the Director, and staff
- Receive and approve recommendations from standing groups
- Assist in the evaluation of vendors and contractors
- Participate in hiring the Director

### **Norms for Council Effectiveness**

- Attend meetings regularly and communicate with the Chair, Director or Administrative Assistant when unable to attend; regular in-person attendance is expected to ensure quorum
- Prepare for Council meetings by reading the packet, asking for clarification in advance when possible, and bringing communications to the meeting
- The Council will set meeting ground rules for effective communication
- The Chair will be responsible for facilitating effective discussions, making sure to provide an opportunity to hear all opinions without rehashing arguments. Council members will strive to make sure their comments contribute to moving the discussion forward