

## Responsibilities of TAP Co-Chairs

- 1) Complete usual Chair responsibilities of setting agenda, reviewing minutes for accuracy, sending out relevant documents for meetings and other needs
- 2) Attend monthly meetings with TAP co-managers (this may be accomplished with conference call)
- 3) Communicate monthly with Coordinating Council
- 4) Attend Coordinating Council meetings on an as needed basis
- 5) Create documents, as needed, for committee use, e.g., Parameters for Assessment
- 6) Represent TAP FIRC as needed to the BOR or other entities
- 7) Respond to correspondence regarding committee issues