

## **CCD CO-CHAIRS RESPONSIBILITIES**

- Each Co-Chair must represent a CCD organization in good standing.
- Each potential Co-Chair must either be active in the Task Force for at least the preceding year or have demonstrated expertise and knowledge of the issues.
- All Co-Chairs must be elected by the Task Force.
- Each Task Force will be represented at every monthly Coordinating Committee meeting.
- Each Co-Chair will participate in at least one-half of the Coordinating Committee meetings unless extraordinary working requirements prevent such participation.
- Each Co-Chair must have a regular physical presence in Washington, D.C. (individual, not organization).
- As appropriate, each Task Force will participate in any CCD-wide event/undertaking (e.g., Congressional briefing, budget and appropriation documents, Hill visits, rallies, etc.).
- Each Task Force will keep Brenda Walker at The Arc apprised of changes to Task Force lists and of Task Force meetings and key events.
- Each Task Force, as appropriate, will provide key notices/documents for inclusion on the CCD web page, including quarterly reports.
- Each Task Force, as appropriate, may invite non-members to participate in specific meetings.