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## Respiratory Care Program

### Sample Duties and Responsibilities of the Advisory Committee Chair

The Advisory Committee Chair shall be elected by a majority of the advisory committee members. It is strongly recommended that the Chair should be from outside the College or University and a member from within the communities of interest. The Chair will ensure that the Committee provides coordination, advice and support for the program by assisting with the following:

- ❑ Conduct advisory committee meetings at least annually.
- ❑ Conduct special advisory committee meetings as necessary.
- ❑ Appoint sub-committees, Ad Hoc committees or task forces for special projects.
- ❑ Act as a liaison to community organizations interested in the support of respiratory care.
- ❑ Ensure proper documentation of advisory committee meeting minutes.
- ❑ Development of meeting agenda.