



**FIRST THINGS FIRST**  
*Ready for School. Set for Life.*

**Regional Partnership Council - Chair Job Description**

1. Is a member of the Regional Partnership Council (RPC).
  2. Serves as a liaison between RPC and the community, promoting First Things First values, mission, and goals.
  3. Works with the Regional Director to help create partnerships within the region's communities.
  4. Provides leadership to the RPC in order to achieve regional and state goals, objectives and statutory requirements.
  5. Helps guide and mediate RPC actions with respect to organizational priorities and governance concerns.
  6. Chairs meetings of the RPC after developing the agenda with the Regional Director.
  7. In collaboration with the Regional Director, the Chair helps guide the RPC through strategic planning processes.
  8. Appoints the chairpersons of committees, in consultation with other Council members and the Regional Director.
  9. Serves *ex officio* as a member of committees and attends their meetings when invited.
  10. Discusses issues confronting the RPC with the Regional Director.
  11. Consults with the Regional Director on any issues regarding financial planning and financial reports.
  12. Provides feedback to the Regional Director and the RPC to evaluate the performance of the RPC in achieving the First Things First mission.
  13. When following Robert's Rules of Order, it is the practice for chairs to abstain from voting; however, a chair can choose to vote at any time, IF there is no Conflict of Interest.
    - In the event that there is a tie by the other voting members, the chair's vote may be the tie-breaker.
    - If there is no tie and the chair decides to vote, creating a tie, the motion will be lost.
  14. Performs other responsibilities assigned by the RPC.
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**Regional Partnership Council - Vice Chair Job Description**

1. Is a member of the RPC.
2. Performs Chair responsibilities when the Chair cannot be available (see Chair Job Description)
3. Works closely with the Chair and Regional Director.
4. Participates closely with the Chair to develop and implement officer transition plans.
5. Performs other responsibilities as assigned by the RPC.