

## **Role of Co-Chairs for the Participant-Directed Programs Policy Collaborative (PDPPC)**

As of March 2015

- Attend all meetings of the PDPPC (3-4 hours per month including post-meeting debrief at times)
- Work with other Co-Chair and Participant-Directed Programs Staff Person to collect agenda item suggestions from stakeholders and Department and develop agenda for meetings (could be up to 30 minutes per month)
- Participate in monthly "prep call" (up to one hour per month) with Co-Chair and Participant-Directed Programs Staff Person to prepare PDPPC meeting
- Place PDPPC formal recommendations into the format developed by PDPPC stakeholders, for distribution to the stakeholder list, discussion in the meeting, and if approved, for delivery to the Department. (1-3 times per year on average)
- Make contact information available on the PDPPC web page and respond to stakeholder inquiries outside of the PDPPC meetings. This may entail referring some inquiries to other stakeholders who are subject matter experts. (Occasional – on average, 30 minutes per month)

Time Commitment (estimated): 5-7 hours/per month