

Electronic Transaction Clearinghouse Advisory Committee's Duties and Expectations

1. Committee's Role
 - a. The role of the committee is to advise the ETC Board and/or staff.
2. Meetings
 - a. Chairperson will be responsible for scheduling meetings; and
 - b. Shall meet at least four times in a fiscal year.
3. Duties
 - a. Make appointments to subcommittees;
 - b. Manage and direct questions and suggestions from member counties and staff by either sending the matter to the appropriate subcommittee and/or making recommendations to the ETC Board;
 - c. Develop and approve an annual work plan and budget for ETC to be submitted to the ETC Board for approval;
 - d. Develop recommendations as needed for updates and changes to ETC documents;
 - e. Work with any ISAC affiliate to assist in technology implementation related to electronic clearinghouse services; and
 - f. Work on any objectives as directed to by the ETC Board of Directors.
4. Expectations
 - a. Be active in the Committee's affairs. Must be willing to serve on one and only one sub-committee;
 - b. Strong interest in how counties can share electronic services;
 - c. Have the ability to think strategically;
 - d. Willingness to learn about structure, organization, rules and governing principles of the committee;
 - e. Openly communicate your views in a group environment.
 - f. The ability to support decisions arising from the committee as a group decision, despite personal beliefs;
 - g. Ask questions and obtain the information necessary to make informed decisions. Be prepared before each meeting;
 - h. Understanding of the State of Iowa open meeting laws;
 - i. Understand roles and responsibilities of a committee member; and
 - j. Have the ability to attend at least 75% of the meetings.