



CAS Committee Chair Responsibilities

Chair receives information from CAS regarding committee business, budget information, upcoming deadlines, applications to review, etc.

Chair sets meeting agenda.

Chair provides his/her meeting availability to CAS; CAS will contact other committee members to schedule meeting (unless Chair prefers to handle him/herself).

Chair may ask CAS to deliver materials to committee members before meeting if necessary.

Chair runs meeting.

Chair reports outcomes of meeting in writing to Tim Oakes (toakes@colorado.edu), Tim Weston (timothy.b.weston@colorado.edu), and Danielle Salaz (salaz@colorado.edu).

Chair reports meeting outcomes and committee decisions orally at the next Executive Committee meeting; CAS can also distribute written notes if appropriate.

Chair will receive from CAS drafts of letters announcing funding/awards when appropriate. Chair should note on each letter what response should be sent to each applicant and return drafts to CAS. Danielle or other CAS staff will send out letters.

Chair should consider any necessary revisions in committee activities/responsibilities and make recommendations to CAS Executive Committee when appropriate.