



CTOTF™ Chair Duties and Responsibilities:

1. Establish and maintain the organizational structure, working relationships, processes, and business value based agenda for the CTOTF™ organization.
2. Develop and promote a culture of cooperation, open communication, and teamwork across the entire CTOTF™ membership and its business affiliates.
3. Promote CTOTF™ within the power industry.
4. Perform special assignments consistent with Chair position objectives.
5. Provide leadership for Executive Board and Leadership Committee to achieve their position assignments.
6. Create and maintain a succession plan for the Leadership Committee membership
7. Communicate and coordinate CTOTF™ activities and planning with the CTOTF™ Coordinator.
8. Actively participate as a member of the CTOTF™ Executive Board and Leadership Committee.
9. Serve as Chair of the Executive Board, Leadership Committee, and Vendor Advisory Board.
10. Serve as a mentor for membership development.
11. Evaluate Roundtable Value Assessment (RVA) information in accordance with CTOTF™ Executive Board directives.
12. Provide growth opportunities for the Leadership Committee membership.
13. Oversee the selection or removal of Roundtable Chairs, Roundtable Vice Chairs, and Executive Vice Chairs.
14. Provide special communications and reports that support and promote CTOTF™ activities and events.
15. Is accountable to the stakeholders for the organization's performance.

Revision 1.0

Last Update: (12/15/2011)