



#### Chair Gen-EI&C Roundtable Duties & Responsibilities:

1. Facilitate the Roundtable discussion in a manner that maximizes participation by all attendees.
2. Establish a Roundtable agenda that generally incorporates topics of power operations, maintenance, theory, and the energy industry.
3. Serve as the liaison between CTOTF™ and assigned related manufacturers and vendors for member questions, manufacturer presentations, and technical information.
4. Works under the direction and guidance of an assigned CTOTF™ Executive Vice Chair.
5. Communicate and coordinate assigned roundtable activities and planning with the CTOTF™ Coordinator.
6. Actively participate as a member of the CTOTF™ Leadership Committee.
7. Actively support the growth of CTOTF™ and promote recognition of CTOTF™ throughout the power industry.
8. Support CTOTF™ Program including serving as a CT Tech™ instructor or course curriculum selection and development.
9. Actively serve as a source of information and liaison for new members.
10. Serve as a mentor for membership development in accordance with CTOTF™ Executive Board initiatives.
11. Provide Roundtable Value Assessment (RVA) information in accordance with CTOTF™ Executive Board directives.
12. Complete Roundtable Action Grams (RAG) as assigned
13. Provide growth opportunities for the Vice Chair.
14. May nominate candidates for assigned RT Vice Chair.

Revision 1.0

Last Update: (12/15/2011)