



Vice Chair Gen-EI&C (HV-Electrical Equipment) Roundtable Duties & Responsibilities:

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

Revision 1.0

Last Update: (12/15/2011)