**Consumer Engagement Leadership Consortium (CELC)**

**Planning Committee Roles & Responsibilities**

**Roles:**

* Work with AF4Q national program office (NPO) staff over the next 6 months to:
* Plan 2 full CELC meetings (CELC meetings take place quarterly by phone/web meeting)
* Plan and facilitate consumer activities at 1 AF4Q national meeting: Consumer pre-meeting, related materials and support (such as mentoring or other resources)
* Serve as a resource to other CELC members who have questions, suggestions or ideas
* Help spread the word about the CELC to encourage participation
* Serve as advisor to the NPO on matters related to the CELC

**Responsibilities**

* Serve term of 6 months
* Participate in approximately 4 calls, which includes:
  + 2 scheduled full CELC calls
  + 2 Planning Committee calls in-between the scheduled full CELC calls
* Attend the national meeting (November 2014 in Washington, DC), and help facilitate consumer activities
* Respond to periodic email/phone contact as necessary to finalize planning for CELC activities

*We estimate that participating in the Planning Committee involves a commitment of about 2 hours per month (a total of 12 hours over 6 months), plus participation in the National Meeting in Washington, DC.*

**Support Available to You**

* NPO staff is always available to help! Email [celc@forces4quality.org](mailto:celc@forces4quality.org), or contact individual staff by email or phone!
* NPO staff will help draft meeting materials for the committee to review, coordinate between committee members, provide individual support by phone to prepare for meetings, or other guidance as needed!
* Members of the prior term’s Planning Committee are also available to provide guidance and advice
* Travel and expenses to attend the November AF4Q national meeting