

## **UC Circulation Advisory Group and CAG Duties**

### **CAG Chair**

Sets agenda and chairs CAG meeting.  
Reports on CAG meeting at Circheads meeting.  
Coordinates event with host campus.  
Receives charges from RSC chair and takes appropriate action.  
Prepares annual report for submission to RSC.  
Ensures that a site for the CAG meeting is selected.  
Works with Chair Elect to make preparations for next year.  
Sends midyear reminder about website update.  
Coordinates with website host (RSC Chair) to make changes.  
Coordinates with host campus to make preparations for meetings.

### **CAG Chair Elect**

Chairs Circheads meeting.  
Sends reminder to Circhead presenters.  
Coordinates with Chair on annual event and annual report.

### **Host Campus (CAG member of that campus)**

The annual CAG meeting and UC Circheads meeting are held in late March each year.  
Makes arrangements and bookings for facilities.  
Arranges for refreshments at CAG.  
Arranges for refreshments for Circheads, breakfast and lunch.  
Arranges CAG dinner (no-host)  
Supplies maps, directions, and travel information.  
Supplies lodging information and recommendations (should be done in late January)  
Coordinate facilities of event with Chair and Chair Elect.  
Communicate above information to membership in a timely manner.