



Chair Combined Cycle 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

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