GENERAL DESCRIPTION: The primary function of the Co-Chair position is to support the efforts of the Chair in providing overall leadership in the advancement of the vision and mission of the committee as outlined in the Handbook. To that end, the Co-Chair works with the Chair, the past Chair (advisory), the Tech Liaison and any other designated individuals by the Committee, i.e., the leadership team. Tenure length of this position is one year and begins after the annual business meeting of the committee at the SRM annual meeting.

SPECIFIC TASKS: The following specific tasks apply to this position in chronological order starting after the annual business meeting of the committee at the SRM annual meeting. This list is meant to be informative and not restrictive.

1. Work with the leadership team to derive and verify funding requests to the SRM Board through the R&R representative to that board for the following year. The Chair will submit to the SRM Board Rep. This date is generally March 15.
2. Work with the leadership team to verify the name of the R&R symposium for the following year to be submitted mid-summer.
3. Work with the leadership team to derive speakers for the symposium. These names and titles of talks will be submitted by the Chair to the Program Chair (s) by fall of the year prior to the SRM annual meeting.
4. Work with the leadership team throughout the year to make sure goals identified in the annual R&R committee business meeting are being addressed.
5. Work with the leadership team to ensure all logistics for the symposium are addressed prior to and during the event.
6. Take minutes during the annual R&R business meeting at the SRM annual meeting.
7. Work with the Chair to submit the annual report to the SRM Board Representative during the week of the SRM annual meeting.
8. Work with the Chair to finalize the business meeting notes to forward to members.