

# Mentoring Committee

## Chair Responsibilities

*Source: Florida Association of City Clerks committee page (captured February 17, 2026).*

## Letter of Support

- Before accepting the position of Committee Chair, the member shall provide a letter of support from his or her city to the FACC President.

## Committee Coordination

- The chair serves as a coordinator and oversees the committee, acting as a liaison between the committee and the Board of Directors. The chair should ensure committee members understand their duties, organize the members, establish a meeting calendar (including proposed timeframes), and be available to answer questions from committee and board members during the term.