COMMISSION RESPONSIBILITIES

Ensure Member States:
1. Establish a state commissioner
2. Establish or develop a state council
3. Comply with the MIC3 rules, regulations, and by-laws; and state statutes

COMMISSIONER RESPONSIBILITIES

Compact Checklist for Commissioners:

   a. Any additional language and requirements

2. Establish and/or develop state council meetings.
   a. Meeting frequency requirements in statute and/or rule
   b. In some cases, the state council is coordinated by another individual or agency

3. Submit an annual report (or brief) to the state legislature or assembly
   a. Required by some state statutes

4. Attend the Annual Business Meeting (October)
   a. If the commissioner is unable to attend, the member state may designate a temporary representative or designee
   b. Travel expenses paid by the commission

5. Serve on standing committees and attend standing committee meetings http://bit.ly/commmeetingdates
   a. Five (5) committees: Finance; Training; Communication and Outreach; Compliance; Rules
   b. Meet quarterly or more by conference call, as determined by the committee chair
   c. Also meets at the Annual Business Meeting

   a. Member states grouped by military dependent impaction (low to high)
   b. Meet at the Annual Business Meeting


1. Submit both the Code of Conduct and Conflict of Interest form upon appointment and by January 31 each year

2. Report state council meeting dates to the national office

3. Submit state compact documentation by fiscal year end (June 30)
   a. Submissions accepted throughout the year
   b. May include: meeting agenda and minutes, rosters, legislative reports, summary of accomplishments activities, or presentations for the previous year
   a. My contact info
   b. Secondary point of contact
   c. State council members changes

5. Respond timely to Commission requests, referrals, etc.


1. Inform the commission, state appointing authority, and my state council
   a. Within 30 days

2. Assist in the appointment of the new commissioner (where appropriate)

3. Assist in the transition of the new commissioner