**Section 5300.1300** **General Duties and Responsibilities of the Chair**

a) The Chair shall preside at all en banc meetings of the Commission and act as an alternate in a proceeding when a Commissioner is absent or disqualified.

b) The Chair shall perform all duties incident to the office of Chair, which may include but are not limited to:

1) conducting public outreach with community groups, advocacy groups, legal groups, or social justice organizations, locally and nationally;

2) providing guidance with the Commission's budget;

3) providing guidance on Commission staffing needs;

4) providing assistance in recruiting Commission interns;

5) maintaining data on discrimination trends;

6) networking with other jurisdictions, locally and nationally, in matters of discrimination and civil rights;

7) providing guidance and policy on legislative matters;

8) providing assistance in creating and maintaining a formal training program for all Commissioners on the substantive and procedural aspects of the office of the Commissioner, current issues in discrimination law in areas mandated by the Illinois Human Rights Act, and professional and ethical standards;

9) providing assistance in improving the overall methodology of Commission rules, procedures, etc.

c) The Chair may delegate the duties in subsection (b) to the Commission’s Vice Chair.

(Source: Amended at 46 Ill. Reg. 17343, effective October 5, 2022)