

## **Committee Chair Position Description** **(last revision July 31, 2007)**

### **Basic Function**

Consistent with the Association's policy and strategic plan, the committee chair guides the committee in its work as outlined by the scope of work and charge from the chair of the Board of Directors. The chair needs to facilitate the committee working to keep all involved and providing feedback and reports to the Board of Directors on the committee's progress. Each committee chair shall be appointed by the President and confirmed by the Board of Directors. Committee chairs can serve multiple terms.

### **Responsibilities**

- Reviews scope statement and recommends any changes to their Council Chair.
- Keeps the Council Chair informed on a regular basis of the committee's activities.
- Announce the availability and facilitates the appointment of a Vice Chair and Secretary.
- Co-ordinates an annual goal statement by the committee and submit it to the Council Chair.
- Develops a work plan that will allow the committee to effectively and efficiently discharge its responsibilities for the year.
- Presents a written annual report of the committee's activities and include committee scope, accomplishments, goals for the coming year, and a list of current committee members. The report should be to the Council Chair no later than August 15th.
- Serves as a member of the Council in which the committee falls. Has the committee Vice Chair or another member serve as an alternate.
- Participates in the Council meetings including the developing of long range and annual plans.
- Develops agendas and conducts timely committee meetings.
- Works to ensure that the work of the committee is carried out including annual plan assignments.
- Reports on committee activities, including requests to the Board of Directors for action.
- Make policy recommendations to the Board of Directors.
- Reports to the committee on decisions of the Board of Directors or Executive Committee that affect the committee's work or activities.
- Guides the committee in proposing products and services that will further the goals and objectives of the Association.
- Provide annually on a committee meeting agenda the opportunity for others to be nominated for committee leadership positions. Each annual report in August should contain a recommendation for the council Director and President-elect for committee chair for the upcoming year. Facilitate the smooth transition to the next committee chair.