

1.1.1.8 RESPONSIBILITIES OF THE COMMITTEE CHAIR JOB DESCRIPTION

The responsibilities of the Committee Chair are:

1. Supervise, inspire and organize the talents of the members of the committee in achieving the goals and duties of the committee.
2. Report directly to the President and be responsible to him for accomplishments and actions of the committee and requests for assistance. (In turn, the President is responsible to the Board of Directors for any actions of the committee he may approve or direct.)
3. In conjunction with your assigned staff liaison, call such meetings and direct such activities of the committee as necessary to accomplish the objectives of the committee within the scope of the Strategic Plan,.
 - A. Assist the staff liaison in the preparation of an agenda for each meeting. Spend time, on the day of the meeting, with staff to finalize any changes to the meeting agenda. Contact your staff liaison as soon as possible if you're going to be late.
 - B. Assist the staff during the development of a motion to ensure the accurate intent by the maker. It is the responsibility of the chairman to ensure that everyone understands the motion prior to a vote.
 - C. Have staff provide each member of the committee with a copy of the minutes as soon as possible.
 - D. Be familiar with the basic Robert's Rules of Order, Association bylaws and policy manual.
 - E. Work in cooperation with staff liaison to wrap up each meeting.
4. As requested by the President, present to the full membership reports of the committee, its objectives, activities and accomplishments.
5. To submit written report of committee activities, via staff liaison, prior to Board of Directors meetings and to attend Board of Directors meetings if requested to do so.
6. Coordinate with other committees where specific coordination is for the benefit of allied objectives of the (2) two committees.
7. Request of the staff liaison any supplies needed for proper functioning of the committee.
8. Coordinate through staff liaison the notification of the President and the Executive Officer in advance of all committee meetings and notify the general membership of such meetings through communication tools.
9. Take action on all items assigned by the President.
10. Remove any committee member missing two (2) regular or special meetings of that committee without excuse acceptable to the Chair of the committee.
11. Participate in scheduled local leadership retreats at the call of the President or President-elect.
12. Work with staff liaison to develop a budget for approval by the committee and ensure compliance with the budget throughout the year. Committee budget to be forwarded to Budget & Finance Committee and Board of Directors for final approval.

By signature below I acknowledge my understanding of the Committee Chair Job Description.

Signature: _____

Name: _____

Committee Name: _____ Date: _____

Approved by Bylaws & Policy: 04/13/10

Approved by Board of Directors: 4/22/10