



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

COMMITTEE CHAIR GENERAL REQUIREMENTS

The committee chair will perform the following responsibilities, with the assistance of a staff liaison as so noted by an asterisk ():*

Committee Chairs Should

- Select committee members for approval by the chief executive.
- Ensure any changes in membership of the committee are appropriately communicated.*
- Prepare a plan of work for the coming year.*
- Operate within the approved annual operating committee budget.
- Monitor the program of work and expenditures.*
- Notify the chief executive regarding expenditures.*
- Serve a () year term, with the option to be reappointed for an additional __ years.
- Attend all meetings.
- Conduct committee-specific orientations for new committee members.*

Facilitate Committee Work

- Plan committee meetings and agenda.*
- Lead committee meetings.
- Assign tasks to committee members.
- Maintain records and relevant information.*
- Monitor the committee's progress.*
- Resolve conflicts among committee members.
- Arrange for the committee to evaluate its work at the end of each program year – or at the completion of its task – to determine whether it did what it set out to do, and what worked and what didn't work.

Communicate With the Full Board

- Accept and support the committee's charge.
- Serve as the liaison between the committee and the chief executive, the board chair, and the full board.
- Ensure that appropriate reports are submitted to the board, and keep the board chair and the chief executive informed about the committee's progress.*
- Evaluate committee efforts and communicate accomplishments to the committee and to association leadership.
- Report to the board quarterly on progress of projects.*