

## Committee Chair Job Description

Conduct of Chapter business and functions is accomplished through one (1) CED and numerous volunteers. Those volunteers assist the Chapter through working on committees as either Chairs or Committee members. Their participation is crucial to Chapter operations. In order to expedite Board meetings, all Committee reports must be in writing in the Board packet material. If a Committee has a specific recommendation for the Board, it must be included in the board packet. A recommendation should be included on the approved request form. (Article VII, CAI SOCO P&P)

1. Sets tone for the committee work.
2. Ensures that members have the information needed to do their jobs.
3. Oversees the logistics of committee's operations.
4. Reports to the Board Liaison.
5. Reports to the Board Liaison on committee's decisions/recommendations.
6. Works closely with the Chapter Executive Director and other staff as agreed to by the Chapter Executive Director.
7. Assigns work to the committee members, sets the agenda and runs the meetings, and ensures distribution of meeting minutes.
8. Initiates and leads the committee's annual evaluation.