

CHAIRPERSON OF A BOARD COMMITTEE

PURPOSE

To supervise the work of the board committee, delegate responsibilities to accomplish its goals, and report back to the full board.

DUTIES AND RESPONSIBILITIES

- Attend all board meetings.
- Call and preside over meetings of the committee.
- Set the agenda for committee meetings.
- Record decisions and recommendations made by the committee.
- Serve on the executive committee.
- Report the committee's activities and recommendations to the executive committee or the full board.
- Invite the administrator or fiscal sponsor and board president to attend committee meetings.
- Work with the administrator or fiscal sponsor and board president to decide who should serve on the committee.
- Delegate responsibilities to other committee members and encourage their full participation.
- Evaluate the work of the committee with other committee officers, the board president, and administrator or fiscal sponsor.
- Ensures members have the information needed to do their jobs.
- Oversees committee operations and delegates tasks to committee members.
- Ensures distribution of committee meetings to committee members in a timely manner after each meeting.