

Committee Chair Position Description **(Last revision January 6, 2016)**

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 President 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 to the Council Director

- Reviews the committee scope and recommends any changes.
- Keeps the Council Director informed on a regular basis of the committee's activities.
- Coordinates and submits an annual goal statement by the committee.

Responsibilities to the Board of Directors

- Reports on committee activities and requests for action.
- Makes policy recommendations.

Responsibilities

- Announces the availability and facilitates the appointment of a Vice Chair and Secretary.
- Develops a work plan that will allow the committee to effectively and efficiently discharge its responsibilities for the year.
- Develops agendas and conducts timely committee meetings.
- Guides the committee in proposing products and services that will further the goals and objectives of the association.
- 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.
- Ensures that the work of the committee is carried out, including annual plan assignments
- Reports back to the committee the Board of Directors or Executive Committee's decisions that affect the committee's work or activities.
- Provides the opportunity for others to be nominated for committee leadership positions on a committee meeting agenda annually.
- Presents a written annual report of the committee's activities including committee mission, goals, meetings, members, accomplishments, future plans and a recommendation for committee chair for the upcoming year.

The report should be to the Council Director and NEWWA no later than August 14th.

- Facilitate the smooth transition to the next committee chair.