



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

Basic Function

Reports to the committee chair. Actively participates in the work of the committee; provides thoughtful input to the deliberations of the committee; focuses on the best interests of the association and the committee rather than on personal or constituent interests; and works toward fulfilling the association's and committee's goals.

Responsibilities

- Reviews relevant material before committee meetings. Make contributions and voices objective opinions on issues.
- Attends committee meetings regularly.
- Carries out individual assignments made by the committee chair.
- Works as part of the committee and staff team to ensure that the committee proposes policies and/or develops products and services that help association members and staff who are responsible for programs within the scope of interest of the committee.
- Actively participates in committee meetings and supports the consensus building process.
- Represents the committee in meetings of other association groups when assigned or volunteers. Reports back to the committee chair and full committee on the meeting.
- Promotes clarity within the committee on the committee's role and how it supports and fits within the interests of the association.