

Position: Committee Chair

Reports into: Director of Membership Services

Date: 11/2/19

Revised: 12/19/19

Summary: The chair's duties and responsibilities include, but are not limited to, the following;
The Chair shall:

Position Responsibilities:

- Review the Association project plan and with committee members, review, edit and approve project plan list for action by committee. (those items pertaining to purpose of committee)
- Prioritize selected committee projects and track/report progress throughout year.
- Prepare committee summary to present at Board meetings and on quarterly committee update meetings
- Attend quarterly committee update meetings to review and discuss projects and their current status as well as answer questions.
- In consultation with the head of Membership Services/SharedXpertise team member, or other board or committee members, schedule dates, times and location for work meetings to be conducted throughout each quarter. (quantity and duration will vary based on action item/project)
- In consultation with the head of Membership Services/SharedXpertise team member, and/or other board or committee members, establish and confirm an agenda for meetings as needed.
- Ensure the meeting agenda and relevant documents are circulated to the members of the committee 3-5 days in advance of the meeting
- Officiate and conduct meetings, or assign as appropriate.
- Provide leadership & ensure committee members are aware of their obligations and that the committee complies with its responsibilities.
- Ensure that discussion on agenda items is on topic, productive and professional, any costs related to committee work must be preapproved by head of Membership Services.
- Ensure minutes are complete and accurate, submitted to Member Services to post to website, and should be included and reviewed at the next meeting.

- Attend an annual Committee Chair strategic planning session in conjunction with the Q4 Board meeting and others as needed.
- Agree to serve the best interest of the *HRO Today* Association.

Position Requirements:

- Must be a current association member in good standing.
- Term for Chair role is minimum 2-year commitment. (Chairs should assist HRO Today staff in determining suitable replacements for Chair and/or Leadership roles within Committee.)
- 12-18 months experience working as a committee member is preferred.