

**Position:** Committee Member

**Reports into:** Director of Membership Services

**Date:** 11/2/19

**Revised:** 12/19/19

**Summary:** Committee members are given opportunities to help review, select and build resources and tools for our association that support the work of professionals in our industry, develop educational components to assist our members in advancing their profession and create and share standards and best practices. Committee membership encourages member engagement and improve the way work gets completed and communicated within the association.

**Position Responsibilities:**

The committee members duties and responsibilities include, but are not limited to, the following;

- Review the Association project plan and, with the committee chair and other members, review and contribute to the development and completion of the project plan.
- Assist in the selection and prioritization of committee initiatives.
- Identify and join project teams that align well with your experience and/or interests. Report activity and progress as applicable.
- Attend quarterly committee update meetings (when available) to review and discuss projects that you are working on as well as understand the scope of other initiatives within your committee. Listen to other committee updates and identify overlap/efficiencies when applicable.
- Be available to provide status updates to projects you are responsible for, as well as answer any questions.
- Be available to attend applicable committee meetings and/or ensure knowledge transfer of information missed.
- In working with the HRO Today Association team and/or Committee Cochair, be aware of any assigned responsibilities and/or obligations made and ensure proper follow through on all commitments made.
- Work in a productive and professional manner, any costs related to committee work must be preapproved by head of Membership Services.
- Agree to serve the best interest of the *HRO Today* Association.

**Position Requirements:**

- Must be a current association member in good standing.
- Term for Committee Member is a minimum 1-year commitment.