

EXPECTATIONS OF COMMITTEE CHAIR

1. Serve a three year term (beginning the opposite year that chapter officers rotate), renewable one time, subject to review or change as needed
2. Schedule committee meetings
3. Develop an agenda and distribute prior to meeting.
4. Attend, plan and facilitate scheduled committee meetings
5. Ensure agendas and minutes are distributed to committee members and retained
6. Delegate specific tasks to committee members
7. Communicate and follow up regularly with Chapter Executive regarding specific tasks, needs and requests
8. Follow up with committee to ensure agreed upon goals are being accomplished in a timely manner
9. Ensure an appropriate number of members (a balance between company and professional) remain on the committee, recruit as necessary.
10. Assist committee members as needed
11. Attend chapter quarterly meetings and other events – help to make members, especially new people, feel welcome

EXPECTATIONS OF A COMMITTEE MEMBER

1. Attend scheduled committee meetings
2. Perform agreed upon tasks as decided in committee meetings
3. Report progress of tasks as requested
4. Attend chapter quarterly meetings and other events – help to make members, especially new people, feel welcome
5. Assist in recruiting new committee members