

The Role of the Committee Chair

- Lead the committee in developing annual committee goals based on the organization's goals.
- Lead the committee in developing a work plan and agenda in alignment with annual committee goals.
- Establish meeting dates and issue an agenda for each meeting. Send out all appropriate documents for review one week prior to each meeting.
- At each board meeting, present pertinent information about the committee's progress and how the committee is tracking against its goals; the responsibility of presenting to the board can be rotated among committee members.
- Ensure that committee minutes are taken and distributed among committee members/ uploaded to the Board Portal within one week of meetings; the responsibility of taking minutes can be rotated among committee members.
- Ensure that the committee works closely with the appropriate staff counterpart/s and CEO on planned initiatives. Invite staff members to join committee meetings as needed.
- Serve a minimum of two years.