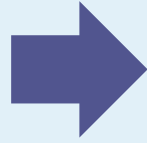


Committee Leadership Roles

These roles are typically a 4-year term (Apprentice, Chair-Elect, Chair, Immediate Past Chair). The Apprentice role is not required but recommended to serve as Chair-Elect. Each position may be co-chaired.



Apprentice

Takes minutes and distributes approved minutes to committee

Responsible for maintaining effective records

Attends all meetings

Works with the Chair to confirm agreed upon actions are carried out

Ensures the committee roster is up-to-date

Utilizes Parliamentary Procedure

Assists chair in lining up future committee leadership

Prepares for the transition to future leadership

Chair-Elect

Prepares to assume chair role

Attends all meetings

Understands the Chair's responsibilities and performs these duties in his/her absence.

Assists chair in ensuring tasks and projects are being completed

May carry out special assignments assigned by committee chair

Participates as a vital part of the committee's leadership

Utilizes Parliamentary Procedure

Assists chair in lining up future committee leadership

Prepares for the transition to future leadership

Chairperson

Plans and schedules committee meetings

Creates meeting agendas with input from Chair-Elect and Apprentice

Reports to Vice President or Board Representative

Defines committee's goals and objectives

Holds members accountable for tasks and projects

Understands the tasks and projects to be completed

Keeps committee members informed

Exercises leadership

Utilizes Parliamentary Procedures

Maintains continuity when serving in the past-chair role and serves as advisor when needed

Prepares for the transition to future leadership by recruiting the next apprentice