

# Committee and Subcommittee Volunteer Roles and Responsibilities

In order for committee work to be accomplished, council and committee chairs, council and committee members, and staff liaisons need to form a partnership with each fulfilling their respective roles.

## Committee/Subcommittee Chair

Tasked with guiding the work of the committee as outlined by its charge and specific directives from the Board of Directors. It is incumbent upon the chair to ensure that all committee volunteers are responsive and actively engaged participants.

The Committee/Subcommittee Chair is responsible for:

- Developing a work plan with the staff liaison.
- Creating meeting agendas, and conducting meetings.
- Attending respective council meetings.
- Works with staff liaison to provide council chair with updates for quarterly council report.
- Apprise committee members on decisions made by the Board of Directors that may impact committee work.

Chairs are encouraged to maintain open communication with their assigned staff liaisons to leverage all available resources relevant to the work of the council or committee.

## Committee/Subcommittee Member

Members focus on the best interests of the Academy and work toward fulfilling their committee's charge.

Committee/Subcommittee members will:

- Report to the chair.
- Review all relevant material before meetings.
- Provide thoughtful input to the deliberations of the committee.
- Actively participate in the work of the committee and engage with regular committee calls and e-mails about committee work.