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## Guide for Committee Leadership

Committee leaders – including the Chair, Vice Chair and Secretary, are an integral part of the success of every chapter committee and council, as well as the success of programs that fall under the jurisdiction of each committee. Committee chairs and vice chairs are appointed by the chapter board of directors. This guide is intended to help committee leaders fulfill your responsibilities.

### Role and Duties of the Chair

- The Committee Chair is responsible for holding meetings on a regular basis, not less than four (4) times per year. The Chair will prepare a calendar of regularly scheduled meeting dates at the annual Committee Retreat and provide the dates to chapter staff.
- The Committee Chair shall designate a Secretary to take, distribute and maintain the Committee meeting minutes.
- The Committee Chair will provide committee leadership, call each meeting to order, lead a roll call of members for attendance purposes, and lead each committee meeting through the meeting agenda.
- The Committee Chair is responsible for preparing, in consultation with the staff liaison, and distributing meeting agendas and other relevant information to committee members not less than 7 days prior to each meeting.
- The Committee Chair will prepare a quarterly committee report to the chapter board of directors (March, June, September, December) and submit the report, not less than ten (10) days prior to the board meeting, to the Board Liaison and Executive Director.
- The Committee Chair will copy the Chapter Executive Director, the Board Liaison and the Staff Liaison on all committee communications, meeting agendas and meeting minutes.
- The Committee Chair is responsible for determining whether a committee member's absence from a meeting is excused or not excused. Examples of excused absences include, but are not limited to: medical emergencies, family emergencies, personal emergencies, court orders, and prescheduled meetings of which the Committee Chair has been advised.

### Role and Duties of the Vice Chair

- Assume the duties of the Committee Chair in the chair's absence.
- Maintain a list of attendance, excused and unexcused absences for all committee meetings.

### Role and Duties of the Secretary

- Take the minutes and record the roll call for each meeting of the committee.
- Distribute meeting minutes to the committee, the board liaison and the staff liaison within 7 days of the meeting.

Committee chairs are **required to attend a Committee Chair Orientation Session and two Chapter Leadership meetings each calendar year**. Leadership meetings include the chapter Board of Directors, Staff and Committee & Council Chairs and are called for the purposes of budgeting and planning for the future.