

Committee Chair Orientation

Association Operations

- Organizational chart
- Governing documents (bylaws, policies, procedures)
- Planning and budgeting process
- Committee budget, business plan
- Meeting calendar (Executive Committee, Board of Directors)
- Errors & Omissions
- Expenses/Reimbursements

Position Expectations

- Job Description
- Fiduciary duty
- Anti-Trust
- Confidentiality
- Conflict of Interest

Committee Management

- Budget and Financials
- Measurable Objectives
- Agendas
- Coordinating with staff
- Minutes
- Action items (with point of contact for questions in advance)
- Rules of Order
- Meeting calendar

Suggested Committee Orientation

- Position Expectations - Job description, fiduciary duty, anti-trust, confidentiality, conflict of interest.
- Time commitment
- Procedures, chain of command
- Planning process, committee business plan, goals, measurable objectives
- Budget and Financials
- Roster - Chair, Vice Chair, Staff, Members
- Agendas
- Minutes
- Rules of Order
- Meeting calendar

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