

# **<Committee Name> Chair**

## **Position Description - Revised March 2017**

### **BASIC ROLE**

Guide the committee in its work as outlined by the Committee Business Plan and within the approved Committee Budget.

### **GENERAL RESPONSIBILITIES**

- Chair <Committee Name> meetings (generally \_\_\_\_ per year).
  - Work with staff to develop agendas
  - Meet with staff prior to each meeting, if necessary
  - Conduct committee meetings
  - Approve meeting minutes before distribution
- Participate as a member of the <Executive Committee/Board of Directors>
  - Attend <Executive Committee/Board of Directors> meetings (generally \_\_\_\_ per year)
  - Present <Committee Name> business plan and budget for approval with staff assistance
  - Present <Committee Name> reports at each meeting with staff assistance and make any recommended motions
- Attend Leadership Conference, if possible
- Appoint <Committee Name> workgroup Chairs, as needed

### **CHAIR GUIDELINES**

- Guide, mediate and stimulate discussions
- Keep discussions on track; periodically restate the issue and goal of the discussion
- Monitor participation; control talkative members and draw out silent members
- Use well-placed questions, seek points of information and clarification, and periodically summarize to keep the discussion focused
- Allow members to voice different ideas
- If emotions are too high, return the floor to a neutral person, seek a purely factual answer, or take a break
- If a member is blocking constructive behavior, consider speaking to the person privately in a caring manner, pointing out the effects of the behavior, and suggesting alternative behaviors
- Seek consensus, but unanimity is not required
- Close the meeting by noting achievements