NEABPD COMMITTEE CHAIR ROLE AND RESPONSIBILITIES

POSITION SUMMARY
Much of NEABPD's work is accomplished through committees dedicated to their aspect of the organization. Each committee's chair is expected to work closely with the Executive Director and Board Chair to determine the priority of committee tasks and to lead and oversee the committee's work.

DUTIES AND RESPONSIBILITIES
- Set the tone for committee work, lead with honesty, integrity and balanced good judgment, ensure that members have the information they need to do their jobs, and oversee the logistics of the committee operation, including setting a structure to discuss and move forward on annual committee goals, define targets and focus the group on these areas;

- Assign work to committee members in a timely manner, garner support and camaraderie amongst committee members, including encouraging initiatives, fostering support for consensus and guarding against burnout of members, set meeting agendas, run meetings and ensure distribution of minutes and reports to members to insure transparency to promote trust and goodwill.

- Frequently consult with and report to the board chair as the committee's link to the board, including ensuring continuity and training for its members.

- Report to the full board on annual committee goals, policy and action recommendations (provided to the board in advance of the board vote), timelines for action plans, financial needs and other committee business, and making sure they are all in line with the Board's road map;

- Work closely with the executive director and other staff liaisons to the committee.

- Initiate and lead the committee's annual evaluation. Through this process, committee members review their accomplishments in relation to committee goals, roles and responsibilities, and reflect on areas of the committee's work that need improvement.

- Recruit potential new members to the committee, watch for potential officer and chair candidates with leadership abilities and notify Governance and Board Chair.