

NHLTA JOB DESCRIPTION

COMMITTEE CHAIR

Purpose:

The Chair leads the committee through planning, implementing and evaluating its duties and responsibilities in a timely manner and ensures that the committee keeps on track with the goals of the organization.

Specific Responsibilities:

- Serve as the spokesperson for the committee.
- Recruit and appoint committee members, including asking those who served previously if they would like to continue.
- Recruit and appoint non-board members who are members of NHLTA.
- Consult with other individuals who have relevant knowledge to share.
- Ensure that the committee reviews its job description periodically or as requested by Governance Committee.
- Monitor performance of committee members on a regular basis.
- Convene meetings of the committee.
- Develop meeting agendas.
- Prioritize and organize committee work.
- Ensure communication with other committees as needed.
- Report action and progress prior to board meetings.
- Maintain written minutes of all meetings.
- Work with the committee to develop annual goals.