

# **ARSC**

## **Committee Chair Job Description**

### **1 Position**

#### **1.1 Appointment**

The committee chair is appointed by the President.

#### **1.2 Eligibility**

The committee chair must be a member of the association.

#### **1.3 Term**

The committee chair's term is unlimited, subject to the duration of the committee and the approval of the President.

#### **1.4 Review**

The committee chair's performance is reviewed annually by the Board.

### **2 Mission**

The committee chair's mission is to lead the committee in pursuit of its mission and objectives as described in the committee charter and committee description, and in keeping with ARSC Bylaws and Robert's Rules of Order.

### **3 Objectives**

The committee chair shall:

- Lead the committee toward accomplishment its objectives
- Inform the Board and membership of committee activities and accomplishments

### **4 Functions**

The committee chair shall:

- Lead the committee in a manner that is collegial, inclusive, and productive
- Recruit and appoint committee members who are association members
- In cases where committee chair is appointed with power to do so, recruit and appoint committee members who are not association members
- Maintain committee documentation, including webpage, committee charter, and committee description
- Prepare budget requests for approval by the committee and manage subcommittee budgets
- Schedule, facilitate, and record minutes of at least annual committee meetings
- Prepare semi-annual committee reports for approval by committee members and submission to the Board
- Manage communications with committee members

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### **5 Effort**

The committee chair may expect to exert the following effort, annually:

- Lead projects: 5 to 20+ hours, depending on the committee's objectives.
- Recruit and appoint members: 1 to 3 hours.
- Maintain documentation: 2 to 4 hours.
- Manage budgets: 2 to 3+ hours.
- Lead and record meetings: 2 to 4+ hours.
- Manage communications: 2 to 5+ hours.
- Prepare reports: 2 to 5 hours.