

ARSC

Subcommittee Chair Job Description

1 Position

1.1 Appointment

The subcommittee chair is appointed by the committee chair.

1.2 Eligibility

The subcommittee chair must be a member of the committee and a member of the association.

1.3 Term

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

1.4 Review

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

2 Mission

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

3 Objectives

The subcommittee chair shall:

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

4 Functions

The subcommittee chair shall:

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

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5 Effort

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

- Lead projects: 5 to 20+ hours, depending on the subcommittee'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.