



COMMITTEES AND REPRESENTATIVES

COMMITTEE CHAIR POSITION DESCRIPTION

Basic Role

The Committee Chair focuses the Committee to fulfill its charge in accord with the ASC's strategic plan, guiding the Committee to consensus on decisions; assigning Committee work to Members and Staff; monitoring completion of work; and ensuring the communication of needs and recommendations to the ASC Executive Board or ASC Foundation.

Major Duties and Responsibilities

Ongoing:

1. Reviews Committee Charges and objectives with Committee as appropriate.
2. Ensures that *all Committee actions are in accord with* ASC policies.
3. Makes recommendations on Committee appointments to the President-Elect when solicited.
4. Regularly forwards Committee reports to the President and/or Executive Board through the ASC Office.
5. New initiatives should include strategic reasons for such action.
6. Obtain Executive Board approval when beginning new activities that require the use of additional resources.
7. Works with Staff to plan Committee meetings in accord with ASC budget.
8. Submits Conflict of Interest Disclosures as requested.

Pre-meeting:

9. Establishes and distribute agendas and necessary back-up information before meetings.
10. Prepares for conducting meeting.
11. Presides at Committee meetings and makes certain all agenda items are addressed.
12. Encourages participation by all members in the development of consensus whenever possible.
13. Communicates pertinent information from the ASC Executive Board as necessary to all Committee members.



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Post-meeting:

14. Reviews and approves assignments, and ensures that minutes accurately reflect actions taken at meeting (when appropriate).
15. Follow up with staff to assure that Committee actions are implemented.
16. Communicates follow up to Committee members.