

## **COMMITTEE CHAIR**

**Reports to:** Board of Trustees  
**Term of Office:** One Year as Committee Chair  
**Qualifications:**

Must have been elected by the membership to the Board of Directors.

### **Basic Function:**

Consistent with WEA Mission and Vision, the committee chair guides the committee in its work as outlined in the committee charge.

### **Responsibilities:**

- The Committee Chair guides the committee in its work as outlined by the Committee Charge.
- The term of a Committee Chair shall be one year and is renewable by vote of the Board.
- Each Committee Chair is responsible for determining the constitution of membership on each committee. There should be between 5 and 8 members of each committee.
- The Chair is responsible for submitting to the Board, one month prior to the yearly meeting when strategic plans are discussed, a strategic plan that contains goals, objectives, timelines, and any budgetary items.
- The Chair is responsible for submitting quarterly reports to the Board summarizing progress toward the strategic plan and any other pertinent information as to reveal the workings of the Committee.
- The 4<sup>th</sup> Quarter report can take the form of a yearly summary.
- The Committee Chair, as a Board Member, is responsible for bringing any motions recommended by the Committee to the Board for vote.

### **Guidelines for Committee Chairs Duties:**

- Familiarize yourself and committee members with your committee's charge.
- Organize the committee members and initiate communication. E-mail is the most popular means for facilitating committee work, but fax, phone, and snail mail are also utilized.
- Plan the work of the committee in accordance with the WEA Mission and Vision and more directly along your committee's specific charge. Think about the best ways to carry out the work of the organization that would be most useful to our members and the profession.
- Work with the WEA board and staff to ensure that the work of the committee is being carried out and that you have the tools you need to be equipped to do the work of your committee.
- Coordinate any activity that has a potential budgetary impact with the WEA National Office.
- Inform committee members of meeting times and deadlines. Prepare agendas, outlines, and all other documents you will be using well in advance and distribute to members.

- Plan formal meetings of your committee at the Annual Conference and on an as needed basis to be determined by the chair. Don't hold meetings without a clear reason. Call a full committee meeting only when it is the best way to accomplish the task. Give advance notice of meetings, complete with a distributed agenda and reading materials.
- At Committee meetings: Have an agenda for each meeting. Schedule important items first on the agenda. Set norms for behavior at the first committee meeting, and stick to them. Start and end meetings on time. If work isn't done when time is up, negotiate a time for further discussion. Encourage everyone to participate during the meeting. Seek opposing points of view. Allocate time for discussion according to the importance of each issue. Conclude each meeting with a summary of what is to be done by whom. Double-check for agreement on important issues.
- Make sure everyone gets credit for the accomplishments of the committee.
- Communicate with the prior chair if you need background information on the prior work of the committee.
- Supervise the work of the committee. Notify the Board of members, who exhibit excellent leadership and collaboration skills, to be included in future committees or recommended for leadership positions in the Association.