

## General Duties of Committee Chairmen

*The committee chairman is the key to effective committee functioning. Without leadership, the committee has no motivation and no authority for functioning. Each committee chairman is to:*

1. *Call a meeting of the committee during August prior to the beginning of the administrative year. Agenda should include:*
  - a. Orienting committee members to area of responsibility, committee procedures, and schedule for the coming year.
  - b. Reviewing basic materials received from the president-designate.
  - c. Considering special goals, requests, or other communications from the president-designate.
  - d. Reviewing the activities and achievements of the committee during the past year.
  - e. Seeking suggestions from each person present on possible activities of the committee during the coming year.
  - f. (Service committees) Discussing methods by which the committee will become aware of community needs and opportunities related to its area of responsibility—preferably through completion of a community survey and analysis (p. 36).
  - g. Determining the amount of funds the committee needs in the forthcoming club budget.
  - h. Planning for specific activities that will be initiated in October.
  
2. *Call monthly meetings of the committee to ensure the implementation of activities agreed upon. Monthly agenda items should include:*
  - a. Review of communications received by the chairman and any member.
  - b. Review and evaluation of achievements since the past meeting.
  - c. Determining activities for the coming month.
  - d. Assigning responsibilities to committee members: who, when, where. (The chairman does not need to direct every activity; any member can serve as a project chairman.)
  - e. Reviewing and refining plans for the remaining months of the administrative year. (Prior to October 1, the committee should develop a tentative 12-month plan of action and then adjust it as necessary at subsequent meetings.)
  
3. *Submit written report to secretary and president by end of each month.*
  
4. *Attend each meeting of the board of directors and be prepared to report on committee plans and achievement.*

Please make a copy of this page for each committee chairman and special appointment. Think through the job description and then negotiate the specific tasks and timelines with each appointee.