

Committee Chairperson Job Description

● Responsibilities

- Sets tone for the committee work.
- Ensures that members have the information needed to do their jobs.
- Coordinates and oversees the logistics of committee's operations and meetings.
- Assigns work to the committee members, sets the agenda and facilitates the meetings, and ensures distribution of meeting minutes.
- Initiates and leads the committee's annual evaluation.
- Ensures the committee accomplishes assigned tasks and meets deadlines.

● Commitment

- Volunteer between 3 - 6 hours per month.
- Commit to serve one year term.