



## **Standard Operating Procedures – General Committee Chair**

### Responsibilities of the chair

1. When necessary, partners with executive director to set dates and develop agendas in preparation for committee meetings and initiates other communications with the committee
2. Understands and supports the committee's duties and obligations and accepts and carries out committee assignments from the Board of Directors.
3. Ensures that records and relevant information on committee work are maintained. The chair must be sufficiently informed to interact knowledgeably with other committee members.
4. Encourages committee members' participation and also moves committee toward resolution regarding outstanding issues.
5. Exercises leadership during committee meetings by maintaining orderly discussion on the topic at hand.
6. Maintains objectivity and votes on motions only when there is a tie among the committee members present.
7. Evaluates committee efforts and communicates accomplishments to the committee and to association leadership.
8. After the committee has made a recommendation to the board, presents that recommendation to the board of directors.

### Qualities of an effective committee chair

#### *Communication Skills*

- Demonstrates ability to communicate with committee members and other groups
- Demonstrates willingness to listen

#### *Participation*

- Demonstrates active participation and interest in the association
- Has knowledge in subject in which the committee is involved
- Thinks in terms of association goals
- Seeks out all view points for discussion while remaining neutral

#### *Leadership*

- Commands attention and inspires others
- Demonstrates ability to create a positive work atmosphere
- Controls without dominating
- Understands the committee's function in the larger goals of the association

#### *Administrative Skills*

- Demonstrates willingness to take initiative
- Demonstrates ability and willingness to carry out responsibilities
- Supports orderly procedures for conducting work
- Understands the specific charges of the committee and works to efficiently lead the committee to accomplish the desired goals

*Nothing contained in this document is intended to be in violation of the Peaks & Prairies GCSA bylaws or articles of incorporation. If such violation does exist, the Peaks & Prairies GCSA bylaws or articles of incorporation shall prevail.*