

## **JOB DESCRIPTIONS FOR ALL CHAPTER COMMITTEE CHAIRS**

- Operate within the bylaws, policies, programs and Strategic Plan of AMTA and the Chapter standing rules.
- Act as the representative for the committee.
- Act as liaison to appropriate National Committee Chair.
- Supervise and facilitate the work of committee members.
- Preside over meetings of the committee.
- Attend all meetings and trainings as authorized.
- Make recommendations to the Chapter President for Committee member appointments.
- Responsibly manage allocated funds per AMTA policy.
- Develop and submit to the Chapter Board, a plan for the upcoming year.
- Prepare and deliver all required reports, oral and written, to the Chapter board, newsletter chair, website chair, and members.
- Prepare and submit proposals of the committee to the Chapter board.
- Maintain orderly records during the term and supply incoming Committee Chair with those records to ensure a smooth transition.
- Treat proprietary and other confidential information in a responsible manner.
- Plan a meeting with the past committee chair to discuss past committee goals and obtain all information in possession for the committee.
- Share pertinent information with Chapter officers and Committee members.
- Ensure that committee adequately researches and deliberates the issues before it.
- Be available to receive feedback from the members for input to committee deliberations and to communicate, in an informed manner, information regarding actions of the committee.
- Identify, cultivate and recruit future Chapter leaders.