

COMMITTEE CHAIR

Committee Chair Job Description

A COMMITTEE CHAIR FUNCTIONS SIMILAR TO THE HI-Y PRESIDENT.

HERE ARE YOUR DUTIES:

- Know what the specific job of the Committee is
- Consult with Committee members to determine the best time for meeting
- Plan to meet with as little delay as possible
- Involve Committee members as much as possible in Committee work
- Help Committee members determine how to best interpret their work to members
- Notify the Executive Committee when the work is complete and the report is ready
- Thank Committee members for their help

The Committee Chair

- seeks to involve the entire committee in the work to be done.
- may appoint a Committee Secretary if necessary.
- is responsible to distribute responsibilities among the membership and to concentrate human resources to quickly accomplish a specific objective of organization.

Summary of Officer and Committee Chair Responsibilities

All HI-Y Officers commit themselves to:

1. Live the HI-Y Purpose in their daily lives
2. Attend monthly Executive Committee meetings
3. Faithfully attend HI-Y meetings
4. Participate in projects and other HI-Y activities
5. Fulfill all the duties of their office
6. “Check in” regularly with Advisor to see what can be done to help their HI-Y
7. Work to get others involved in HI-Y

Executive Committee	Comprised of the Officers, Advisor and other members appointed by the President. The Committee meets at the beginning of the school year to plan the calendar of projects, programs, fundraisers, etc., for the year. Then, the Committee meets once per month, usually a week before the HI-Y meeting, to follow through on the detailed planning of that month’s activities.
President	Prepares, with the Executive Committee, a detailed agenda for meetings...Presides at meetings...Knows the duties, and helps/encourages other Officers...keeps members informed of State HI-Y news and events... Appoints members to committees. <i>Executive Committee Chair</i>
Vice President	Plans good programs (videos, speakers, panels, etc.) for meetings...Hosts guests at meetings...Makes meeting arrangements...Presides in the absence of the President. <i>Program Committee Chair</i>
Chaplain	Responsible to keep the Purpose before the members...Plans “Visions” for meetings...Assists President in setting a meaningful atmosphere for meetings...Coordinates a New Member Induction/Officer Installation Service. <i>Purpose Committee Chair</i>
Secretary	Keeps HI-Y membership roll and minutes of meetings...Sends in monthly reports to the HI-Y Leadership Center...Handles correspondence (thank yous, etc.)...Maintains a complete list of members’ addresses and phone numbers. <i>Membership Committee Chair</i>
Treasurer	Prepares a budget at the beginning of the year...Sees that the HI-Y pays Advisor expenses to conferences...Keeps a record of finances and makes reports...Makes sure all dues are collected and turned in by the deadline...Takes responsibility for planning fund-raising projects that fit the HI-Y purpose. <i>Finance Committee Chair</i>
School and Community Projects Chair	Plan at least one monthly school or community service project...Keep members aware of project details...Work to involve all members in at least one project per month...Evaluate and report on the success of projects. <i>School and Community Projects Committee Chair</i>
Publicity Chair	Responsible for a monthly bulletin board...Provides news releases and pictures about activities to media...Publicizes HI-Y activities in the school...Makes posters and other publicity materials for HI-Y activities...Prepares a Newsletter or submits articles to school newspaper. <i>Publicity Committee Chair</i>
HI-Y Missions Chair	Sees that the HI-Y makes a World Service/HI-Y Extension pledge...Interprets to members the missions programs of the HI-Y Leadership Center...Sees that the group pays its pledge at the appropriate time. <i>HI-Y Missions Committee Chair</i>

The Committee Meeting

Look at the committee meeting as the workshop of democracy. It is the place where all sides of a concern are looked at, analyzed, and evaluated. It is the place where people can have their say . . . not necessarily their way.

A key to successful committee meetings is for the chair to always remind members of their purpose to serve the organization and its objectives. These reminders help keep the discussion headed in the right direction with a focus on the problem rather than on individual's ideas or personalities.

Committee meetings may become heated. That can be a good way to get all the ideas out, examine solutions, and reach the best solution. Always, committee members must remember that their work must serve the organization and solve the concern regardless of individual likes or dislikes.

Best thinking can often be done in an informal way around the table rather than in a formal way. The chair guides the discussion through brief presentation of the problem, through questions, always summarizing what members have said.

While decisions may be made by consensus it may be best at the end to make the decision in a formal way so that it is clear what the committee decided.

Be sure that someone keeps a written record of what the committee does, the decisions reached, and any assignment of responsibility.

The Committee Report

The report is to state the issue and, if necessary, how the issue is related to the purpose of the organization. Give a summary of the committee's findings and express the recommendations of the committee. Report any action taken by the committee.

If the committee is only to advise, then its job is to present the facts and recommendations for the authority or the membership to make a decision.

Minority Report

Sometimes there is a minority report. There may be two distinct approaches to a problem. Both may have strong support. In some cases the membership may benefit from the chance to consider both.

Committee work is a pleasure when members get satisfaction from their work, when they see the results of their time and effort.

Working Guidelines for Chairpersons

Good results come from good planning and preparation. Chairpersons are responsible for initiating and planning in cooperation with members, officers, and the advisor.

Use this checklist to help you and your committee succeed in your work.

	Yes	No
1. Agenda is planned ahead of time with related officer(s), advisor, etc.		
2. Agenda is given to members before meeting		
3. Main objectives of meeting are verbally identified in agenda at start of meeting		
4. Minutes of previous meeting sent to members before meeting		
5. Meeting is announced		
6. Members kept informed about committee related developments		
7. Information on progress doing past committee decisions available at meeting		
8. Materials, information, exhibits, etc. are planned for and ready before start of meeting		
9. Meeting room arrangements made so members can work comfortably and productively		

The more of these you can answer yes to, the more likely your committee is to succeed.

Meeting Evaluation For Group Members

Groups better their potential for working together when they evaluate how they are doing and determine how to do better.

Near the close of a meeting, take time for evaluation. Here is one example. Create your own to suit your needs.

Check along the line of
Much or None that shows
your reaction to each.

Much _____ None

1. To what extent were these parts of the meeting environment helpful to working together?
 - A. Physical Comfort _____
 - B. Lighting _____
 - C. Ventilation _____
 - D. Seating _____
 - E. Equipment, facilities, materials _____
2. To what extent were the objectives of the meeting clear? _____
3. To what extent do you feel there was good communication? _____
4. To what extent did the group accomplish its objectives? _____
5. To what extent were decisions relevant and timely for your HI-Y? _____
6. To what extent was there thoughtful consideration of HI-Y's purpose? _____
7. To what extent was attention given to how best to implement each decision made? _____

Future Meetings - What can make our meetings and work more productive in the future?

Committee Assignment and Report

Instructions for the Person/Group Appointing the Committee:

Make requests and assignments to committees specific so they know what they are to do.

Make three copies; one for you, and two for the committee chair.

When the chair reports, it will give one copy to you and keep one.

Committee Report

TO: _____ Committee
_____ Chair

Date Assigned _____

Please respond by: / /

The committee members are:

To The Committee Chair

Your task is listed above and a report is needed by the date listed. Please contact me for any questions you may have or if I may be of help.

Your committee assignment is to _____

Your committee is to provide us information on _____

Your committee is to make recommendations on _____

Your committee is to take action on _____

Report of _____ Committee

Our committee has completed the task assigned and reports the following.

Information _____

Recommendations _____

Committees at Work

Committees are the "task force" of democratic organizations. The Chairperson is the leader of the task force. An organization's success is dependent on the work of committees.

What is a Committee?

8. Membership can be from 1 to any number of persons.

Effective committees only have the number of members required to get the job done,

A committee is appointed by an authority to perform a function for that authority.

The Chair is designated by the appointing authority or is given the authority to select its own chair.

Usually the time and place of committee meetings is left to the committee and its chair. Sometimes, the organization's constitution may designate the time as in the case of a nominating committee.

Standing Committees

Standing committees are appointed for the term of the appointing authority or for some other stated term.

They work in the long-time operation of the organization. Examples include membership, finance, program, service, etc.

Special Committees

Special committees have a definite short-term job. When the job is done, the committee is dismissed.

Executive Committee

Many organizations coordinate the work of all officers and committees through the executive committee, or cabinet.

Usually the executive committee includes the officers, advisor, and chairpersons of standing committees.

Responsibility and Function

Know What Your Assignment Is - What Are You To Do?

9. Is it advisory . . . to study a problem, report facts and figures, make recommendations?
10. Is it to coordinate . . . to plan, direct, and gain the cooperation of other committees or groups, is to act as a clearinghouse?
11. Do you just plain "work" . . . have specific tasks assigned to you that require skill, judgment, time, and effort?

Maybe your committee is expected to carry out all three assignments. Find out. Know what your responsibility is!

When Is the Committee expected to complete its task? Do you have a deadline or is it a continuing effort?

To WHOM Is the Committee responsible? Do you report to an officer, to the executive committee, another chairperson, or are you responsible to the membership?

Committee Authority

What authority is given the committee by the constitution, the appointing officer, or the membership?

12. Can you commit the organization to a contract or to an expense? Or must you have approval? If so, whose?
13. Do you have a budget or must the committee finance its own activities?
14. Can you decide and act or only report recommendations?
15. Do you have the right to add more members to the committee or replace any who cannot serve?
16. What authority goes with your responsibilities . . . what are the limitations on your committee?

If you do not know the answers, find out.

The Chair is Both Leader and Engineer

Some see the Chair as an impartial presiding officer. But as a rule a person is appointed chair because of their special ability or knowledge in the committee's task or because they are a good thinker, organizer, or worker.

The chair is expected to **lead** . . . not dominate. The chair is not to force their ideas on the committee but rather is to get the best ideas the committee can create.

In the committee meeting, the chair is a leader of group thinking directed at the committee's assignment. Here are suggestions:

17. Discover and Define the Problem. Your assignment may include many concerns. Pinpoint them. Take them one at a time. Decide how the concern relates to the purpose of your organization, to the members, and to your committee.
18. Consider Solutions. Brainstorm ideas. Don't accept a solution until all the possibilities have been discovered. Get the committee to evaluate possible solutions in terms of:
 - a. Adequacy - how well will it solve the problem
 - b. Accomplishment - the chances of success

- c. Acceptability - will the members accept it.

Watch for Conviction that one solution is considered satisfactory . . . better than the other ideas. Then summarize it and establish its limitations. Put the solution in writing. If you cannot do that, it is a sign that committee members are not sure what they are deciding.

Get the Decision (Commitment) of the Committee. Be sure it is the decision of the group. Give committee members a chance to say "Yes" or "No" . . . you may even want to vote in secret. Do not assume there is consensus just because no objections are openly voiced.

The committee decision must be backed by individual commitment to make it a reality. The difference between a group decision and an individual one is that in a group decision each individual's commitment becomes part of a commitment greater than their own. The individual no longer has the right to change their mind. The committee's decision may be ineffective unless each member of the committee sticks by that decision.

The Decision Must Be Followed By Action

The Chair is also "engineer". After the decision is made the steps must be put in place for its implementation. The chair coordinates all these steps to assure the decision is carried out.

- 19. Space - It make space to work, travel, etc.
- 20. Materials - It may require equipment, supplies, and materials.
- 21. Spirit - This can be the key to success.
- 22. Energy - individual or group work, power, heat, etc.
- 23. Time - When must job be completed? How long will it take?