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**Committee Officers:**

**Selection, Job Descriptions and Responsibilities**

**Selection and Term Limits**

Each EGSA **Standing Committee** has the following four Officers:

* Chair
* Vice Chair
* Secretary
* Board Liaison.

At the end of each year, the incoming EGSA President approves the appointments for Committee Chairs for the upcoming year.

If a committee is not performing to the set expectations of the BOD; then the EGSA President may terminate an existing Committee Chair and appoint a new chair. It is then the responsibility of each Committee Chair to appoint a Vice Chair and a Secretary.

EGSA Members in good standing who have not exceeded a Committee Officer term limit (3 years) are eligible for appointment. A previous committee chair may be considered for the Committee Chair position after they have been out of the position for three years for that specific committee. ABoard Liaison to each Committee is appointed by the President from the current Board of Directors.

**Chair’s Duties:**

1. **Appoints Vice Chair and Secretary for the Committee**

Each Chair should select a Vice Chair and Secretary upon being appointed and start recruiting new members for the next Committee meeting. Both these appointments should be individuals able and interested in eventually moving into the Chair position. They should be persons the Chair can willingly and joyfully invest in to train as their replacement.

1. **Develops the Agenda for all Committee meetings**

The Committee Chair should solicit Agenda ideas from fellow committee members three months prior to the next conference. The agenda should be shared with fellow committee members once it has been established. Discussion should be encouraged between the conferences to maximize the time available during the conference and to stimulate interest in the upcoming meeting.

1. **Provides EGSA with a copy of the Agenda**

Committee Agendas are due 2 months prior to the upcoming conference. Agendas are posted **online** for the information of all EGSA members and Conference attendees.

1. **Assigns work to Committee members, and follows up on their various assignments.**
2. **First Timer’s Reception Overview**

During the First Timer’s Reception at both Conferences, the Committee Chair assists in mentoring the first time attendees. If time permits, the chair may be asked to give a brief overview of the purpose of his/her Committee and a brief summary of the Agenda. Please limit your comments to 30 seconds.

1. **Chairs all Committee meetings**
2. Make sure all attendees complete the Committee Attendee Sign in Sheet. The Attendee Sign in Sheet **must** be returned to EGSA at the conclusion of the meeting. Keep a running Attendee record to allow for continued communication to those unable to attend every conference.
3. Make sure all attendees have a copy of the Agenda.
4. Reviews the Mission Statement and Purpose of the Committee before beginning each meeting.
5. Introduce the Vice Chair, the Secretary, and the Board Liaison and discuss their role in the meeting. The Board Liaison will take all Committee recommendations (action items) back to the Board for consideration. Only committee decisions requiring a budget or EGSA staff time require Board approval.
6. At the conclusion of the committee meeting the Chair must review the meeting minutes submitted by the Secretary and attest to their accuracy. The Chair should also review to do lists to be certain all action items have been assigned with timelines and expectations established.
7. Make certain that the Board Liaison receives a completed copy of the Meeting Minutes and clearly understands the committee’s recommendations to the Board.
8. **Meeting of Members Synopsis (May or May Not be Scheduled)**

Briefly presents the recommendations of the Committee during the meeting of the members.

1. In between conferences, Committee Chairs provide leadership to the Committee in completing any action items or any ongoing projects.
2. Communicate to Committee attendees during the “off” times. These communications should include conference recaps, action item follow up, reminder notes of pending and upcoming events, invitations to future conferences, things learned worthy of sharing, Board action on items presented for review and approval, etc.

**Note**: If the Chair cannot attend the Committee meeting or otherwise fulfill his/her responsibilities as agreed, it is his/her obligation to find a suitable **temporary** replacement to fulfill the obligations of the position. This usually will be the Vice Chair. The presiding EGSA President & your Board Liaison should be informed as early as possible of your absence and replacement for the next meeting.

**Vice Chair’s Duties:**

* 1. Performs Chair’s duties when the Chair cannot be available, see above Chair’s duties.
  2. Reports to the Chair, providing information that is necessary to develop the Agenda and complete the Meeting Minutes.

**Note**: It is the Chair's responsibility to ensure that the position of Vice Chair is filled.

**Secretary’s Duties:**

1. Takes and develops Minutes of all Committee meetings. Immediately following the meeting, presents a final version of the Meeting Minutes to the Chair for review and affirmation.
2. Provides electronic copies of Minutes to the following people:
3. Committee Chair, for his/her use in making a Report during the Meeting of Members.
4. Board Liaison, for his/her use in presenting the Committee’s recommendations to the Board.
5. EGSA Staff for posting on the website.
6. Collects and returns the Committee Evaluations to staff.

**Note**: If the Secretary cannot for some good and valid reason, attend the Committee meeting or take minutes on that Committee meeting as agreed, it is his/her obligation to consult with the Chair in finding a suitable replacement to fulfill the obligations of the position. It is the Chair's responsibility to ensure that the position of Secretary is filled.

**Board Liaison’s Duties:**

This position is filled by a Member of the EGSA Board of Directors who has been specifically assigned to attend designated Committee meetings.

1. Attends Committee meetings as assigned by the Board.
2. Provides answers and directs the Committee as needed to share with the committee the Board’s role and view as it pertains to the committee.
3. Presents any and all Committee recommendations to the Board.
4. Right after the Board of Directors Meeting, each Board Liaison conveys the BOD’s decision on the actionable items to his/her Committee to the Committee Chair.
5. The Board Liaison should communicate with the Chair to discuss action items, assistance needed, upcoming deadlines, upcoming conferences, methods for recruiting additional members and attendees and so forth. The liaison should also be helpful in reviewing and identifying Committee officers as needed.

**Note**: If the Board Liaison cannot for some good and valid reason, attend the Committee meeting or otherwise fulfill his/her responsibilities as agreed, it is his/her obligation to find a suitable replacement (typically another Board Member) to fulfill the obligations of the position. The presiding EGSA President should be made aware of this change.

*Updated 2020*