

## Committee Chair and Special Interest Group Chair

### **The CHAIR shall:**

1. The Chair will arrange for meetings of the committee.
2. The Chair will serve as secretary of the committee, maintaining records of committee business and progress.
3. The Chair will preside over committee meetings and participate actively in discussions.
4. The Chair may make motions, debate, and vote on all questions.
5. The Chair will prepare and provide reports on committee activities to the Board and/or President.
6. The Chair will retain all records pertinent to the committee for the duration of his or her role as Chair.
7. The Chair will be responsible for appointing sub committees as necessary to carry out the activities of the committee. It is the Chair's responsibility to make sure that the duties and functions of the committee are carried out to the satisfaction of the Board.
8. It is the Chair's responsibility to get appropriate Board approval when necessary.
9. The Chair will transfer all material pertaining to the committee to the newly elected Chair and indoctrinate the newly elected Chair as to the role of the position.

*I have read and understand the responsibilities for this position as chair for \_\_\_\_\_ during the term for \_\_\_\_\_.  
(please insert name of committee or SIG)*

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date