

## Sample Job Description

# Committee Chair

### Overall Responsibilities

- The Chairs are the link between the volunteers and the Section, helping each volunteer to become part of a service or advocacy program and thereby encouraging a sense of belonging to the organization.
- Committee Chairs motivate, delegate, activate, appreciate and evaluate.
- At the beginning of every Program Year, Chairs work with Committee Members to set specific goals for the year. Goals are aimed at furthering membership, mission and fundraising. Attention should be paid as to whom the program is aimed at attracting. Budgeting, costs and fees must be justified by the Committee Chair(s).
- The Committee Chair must submit an annual report/evaluation at the close of every program Year.
- The Committee Chair is responsible for succession planning and training.

### Policies and Procedures:

- The Committee Chairs consult with the appropriate Vice Chair about matters of policy and problems before bringing these matters to the ED/Executive Committee.
- When using outside premises and/or vendors, arrangements must be made through the ED/Executive Committee.
- All Section correspondence, on NCJW letterhead or otherwise, must have the approval of the ED/Section President prior to mailing or faxing.

### Regarding Board Meetings:

- When a Chair wants to be on the agenda for a Board Meeting, the Chair(s) of the Board should be notified one week prior to the meeting.
- Committee Chair reports at Board Meetings should indicate how the committee or program is meeting its goals, rather than serve as a “calendar call.”

### Regarding Committee Meetings:

- The President(s) and Executive Director are invited to attend all Committee Meetings, ex officio.
- A member of the Membership Committee is invited to sit, ex officio, on all program committees.
- The Chair is responsible for notifying or delegating responsibility to notify Committee Members of meetings. It is important to stay in touch; call Committee Members who are absent to ascertain the reason.
- Minutes should be taken at each Committee Meeting and submitted to the ED and Board Vice Chair(s) for filing, prior to mailing them to Committee Members.

**Regarding Events:**

- Be aware of newsletter or promotional deadlines, so information about any event or exciting development within the Committee can be shared with the General Membership.
- Suitable public relations for events must be planned — e.g., news releases, etc. All proposed materials must be seen and approved by the ED/Executive Committee.