

COMMITTEE CHAIRMAN RESPONSIBILITIES

- Controls the destiny of the committee to achieve the goals set forth by the board of directors.
- Manages the recruitment of committee members.
- Calls meetings and assigns duties to committee members accordingly.
- Determines who will serve as secretary to keep minutes (usually the executive director).
- Follows up with committee to insure goals are being met.
- Is careful not to unduly rely on the chamber staff to do the work of the committee.
- Reports to the board directly or through the board representative with updates and end results. *At least one board of director shall serve on each committee as the liaison between the board and committee.*