Guidelines for performing the duties of a committee chair

The committee chair is the leader of the committee and is responsible for conducting the business of the committee. In general it is the job of the Chair to provider leadership for the committee and keep it on task and reaching for its goals.

According to Roberts Rules of Order, which the NSITSP operates within, the committee chair should run the committee according to the rules of a meeting which can be summarized as below:

* Create the agenda for the meeting
* Call the meeting to order
* Determine if a quorum is present
* Keep the meeting on task
* Allow each member to speak
* When items are to be voted upon, call for motions, second, discussion and vote.
* When at least two members of the committee are present a meeting is held, though a quorum is required for voting

In addition, the committee chair is also responsible for the following activities:

* Cause to meeting minutes to taken and submitted to the website
* Cause the committee work to be submitted to the website
* Cause the committee requests to be sent to the Board
* Utilize the Communications Liaison to help the committee members communicate better and resolve conflict
* Holding the committee members accountable for their assigned tasks
* Take direction from the Executive Director
* Utilize the Executive Director to communicate with other committees and the Board
* Submit annual budget to the Finance committee
* Submit spending requests to the Executive Director
* Present the committee accomplishments and future goals at the membership meetings
* Keep the committee fully populated with members