

# Basic Responsibilities of the Committee Chair

# What is the role of a chair?

- ▶ Serves as both the leader and skillful facilitator of discussion.
- ▶ Facilitates the work of the committee
  - ▶ Provides oversight, and
  - ▶ Ensures that the goals and objectives of the committee are met.

# Responsibilities of the Chair

- ▶ Accepting and supporting the committee's charge
  - ▶ Setting appropriate expectations around members' contributions and responsibilities
  - ▶ Planning (with staff) and participating in all committee meetings
  - ▶ Delegating and monitoring work assignments
  - ▶ Maintaining records and relevant information on committee work
  - ▶ Moving members toward participation and decision making.
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- ▶ American Speech Language Hearing Association:  
<https://www.asha.org/About/governance/Committee-and-Board-Chair-Online-Orientation/>

# An Effective Chair. . .

## ▶ Leadership

- ▶ Model the behavior expected of members.
- ▶ Stimulate discussion and let committee members hash out ideas.
- ▶ Prevent one-sided discussions.
- ▶ Create a positive environment. Make serving fun by bringing treats to meetings, thanking people, and sending farewell letters to departing members.
- ▶ Make serving on your committee a learning experience, not only on how an effective chair performs, but also on how the Association operates.

## ▶ American Speech Language Hearing Association:

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# Effective Chair

## ▶ Communication

- ▶ Communicate with the outgoing chair and the board liaison to obtain background information on the prior work of the committee.
- ▶ Initiate communication with committee members by sending an introduction of yourself, the committee's charge, a committee roster, and a summary of ongoing work (if there is any) to all members.
- ▶ Address dysfunctional behavior and identify members who are not fulfilling their obligations and if necessary, ask the board liaison to have them removed.
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## ▶ Communication (continued)

- ▶ Inform the board liaison of any committee resignations and ask for reappointments.
- ▶ Seek collaboration with other committees who might be impacted by your committee's activity.
- ▶ Pass on your files to your successor.

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# Effective Chair. . .

## ▶ Facilitation

- ▶ Plan the work of the committee in accordance with strategic plan of the college
  - ▶ Don't waste people's time. Have an agenda at committee meetings and ask for agenda items ahead of time.
  - ▶ Encourage the expression and constructive discussion of diverse viewpoints.
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## ▶ Facilitation (continued)

- ▶ Delegate work with a timeline for completion. Don't do everything yourself, but accept that as the committee chair, you will do yeoman's share of the work.
- ▶ Work with ex officios to ensure that the work of the committee is being carried out and that you are equipped with the tools you need to do the work of your committee.
- ▶ Understand the role of the ex officio.
- ▶ American Speech Language Hearing Association:  
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# What about ex officios?

- ▶ Means “from the office.”
- ▶ “It should not be used to describe a type of membership in an organization but rather an obligation or privilege a person has, by virtue of their position, to serve on a board or committee,” Julie Pioch, “What does it mean to be an ex-officio member?”

[https://www.canr.msu.edu/news/what\\_does\\_it\\_mean\\_to\\_be\\_an\\_ex\\_officio\\_member](https://www.canr.msu.edu/news/what_does_it_mean_to_be_an_ex_officio_member)

# Ex officios

- ▶ Can be either voting or non-voting; usually, non-voting if not an actual member of the organization
- ▶ Voting status needs to be specified
- ▶ They may hold positions of responsibility and/or have seniority, but they are NOT the committee chair, and both they and the chair should recognize and respect that distinction (and, yes, easier said than done)