



Policy & Procedure Manual Committee Chair Description

Section:	Committees	# Pages:	2
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PURPOSE

To establish policy and responsibilities for volunteer and task force chair service.

POLICY

In order to support the mission, vision and values of ASET, all volunteers, including committee and task force chairs, must abide by the guidelines outlined herein and in the ASET Code of Compliance Statement.

PROCEDURE

- I. Committee and Task Force Chairs are appointed by the ASET President with approval of the Board of Trustees.
 - a. The term of appointment will correspond to the presidential term, unless otherwise determined by the Board of Trustees.
 - b. Prospective Chairs will complete the Member Volunteer Form provided to them by the ASET Executive Director.
 - c. Prospective chairs will be provided with of copy of the following:
 - i. Committee Chair Policy
 - ii. Committee Member Policy
 - iii. ASET Code of Compliance Statement
 - d. ASET employees, consultants and staff are not eligible to serve as Committee Chairs. They may serve as Task Force chairs by special approval of the Board of Trustees when unique circumstances exist.
- II. Committee and task force members are selected by the Chair, subject to approval of the President.
 - a. The Chair will assure that prospective members receive the following:
 - i. Member Volunteer Form
 - ii. Committee Member Policy
 - iii. ASET Code of Compliance Statement
- III. The ASET staff liaison will be selected by the Executive Director in consultation with the committee chair, subject to approval by the President.
 - a. The liaison role is to support the Chair and facilitate the work of the committee or task force.
 - b. The liaison does not vote but ensures that committee or task force actions are compliant with existing bylaws, code of conduct and policies.
- IV. Chairs will receive assignments from the President and Board of Trustees and will develop a plan of action to accomplish the objectives set forth by the Board.
 - a. In coordination with the Executive Director and/or the staff liaison, Chairs will:
 - i. Schedule meetings and conference calls;
 - ii. Prepare and distribute meeting agendas and relevant information to members;
 - iii. Assure accurate minutes are recorded for all meetings/conference calls

- b. The Chair will preside over meetings and/or conference calls and ensure adherence to the major issues and goals of the committee and/or task force.
 - c. The Chair will inform members of the objectives and the individual committee member responsibilities and deadlines.
 - i. Chairs are responsible for maintaining a current list of member assignments and recording progress and dates of completion.
 - ii. Chairs are responsible for determining when deadlines can be extended or duties reassigned.
 - iii. Chairs will excuse members who are unable to attend meetings or conference calls when appropriate notice is given.
- V. Because committee effectiveness diminishes when members fail to complete assignments in a timely manner and/or participate in meetings, committee and task force Chairs are empowered to make needed changes to committee membership and assignments.
- a. Committee or Task Force Chairs may excuse members from committee service in consultation with the President and/or for appropriate cause, including, but not limited to,
 - i. Failure to complete assignments on time or to request an extension;
 - ii. Unexcused absence from two or more meetings or conference calls.
 - iii. Failure to comply with the ASET Code of Compliance Statement.
 - b. Changes to committee or task force membership may be appealed to the Board of Trustees.
 - i. The Board of Trustees holds the final authority on committee or task force membership.
- VI. The President in conjunction with the Board of Trustees may make needed changes to Chairmanship of committees or task forces for appropriate cause, including, but not limited to:
- i. Failure to direct the work of the committee and/or task force to insure timely completion of assignments.
 - ii. Failure to comply with the ASET Code of Compliance Statement.
 - iii. Changes to committee or task force chairmanship may be appealed to the Board of Trustees.
 - 1. The Board of Trustees holds the final authority on committee or task force membership.

--Approved 3.04.2011