

# POSITION DESCRIPTION: COMMITTEE CHAIR

- Title:** Committee Chair
- Role:** Provision of effective committee leadership, overseeing all aspects of the committee's direction and administration.
- Term**
- One year or as determined by the committee.
- Time Commitment**
- Five hours per quarter.
- Qualifications**
- Skills and experience relevant to the particular committee's focus.
- Responsibilities:**
- Oversee the charter, structure, composition, membership and activities delegated to the committee.
  - Chair all committee meetings
  - Oversee the assessment of the performance of the committee - annually.
- Expectations:**
- Commitment to the work of the committee.
  - Attendance at all committee and other relevant meetings.
  - Leadership and directions to achieve the committees objectives within the required reporting time frames.