



## **Common responsibilities of Committee Chairs and their member volunteers**

### **1. Core Chair Responsibilities**

- Calls and chairs meetings of the Committee, ensures minutes are taken and distributed to all Committee members in a timely manner.-
- Ensures the work plan developed by the Committee is in sync. with the AOS strategic framework. Provides leadership to the Committee to assure that the x program of the AOS is carried out.
- Serves as the liaison between the Committee and the Board,
  - represents the Committee at Board meetings and at meetings of the Committee Chairs,
  - keeps the President and Board informed through reports to the Board and to members at the semi-annual meetings.
  - brings action items and periodic reports to the Board on an as-needed basis,
  - transmits information from the Board to the Committee members.
- Exercises leadership, moving Committee members towards participation and decisions.
- Keeps sufficiently informed to interact knowledgeably with other Committee Members.
- Ensures web site information re the Committee's work stays current. This includes provision of information for posting by the AOS office and coordinated follow-up to ensure posting is completed.
- Ensures good liaison between the AOS staffers, and committee members, based on mutual respect and understanding that staff have their own work priorities and will accommodate Committee needs as they can.

### **2. Committee Member Responsibilities**

Committee members agree to:

- Work cooperatively to advance AOS mission, goal and priorities, contributing actively on Committee work and projects, in a constructive manner abiding by the AOS code of conduct, bringing their own specific knowledge, experience and work to the table,

- Actively participate in Committee projects: arrive on time, read material, do homework and research, responding on time to assignments and requests and generally pitching in wherever needed.

Approved by the Board of Trustees

February 20, 2022