

**Position:**

Operational Committee Chair

Term:

2 years

Description:

The committee chair ensures that the committee fulfills its assigned tasks. The committee chair coordinates with the board liaison to ensure that the committee stays aligned with the strategic goals and mission of APC. Committee chairs are appointed by the president in consultation with the CEO and approved by the board.

Specific Duties and Responsibilities:

- a. Attends all committee meetings
- b. Presides over committee meetings to ensure adherence to the strategic plan and plan of work
- c. Collaborates with board liaison and staff liaison on committee outcomes and agenda items
- d. Informs committee members of objectives, and their expected individual contributions and responsibilities
- e. Identifies committee members
- f. Assists the president and CEO in identifying potential leaders among the committee members
- g. Encourages active participation by committee members
- h. For operational committees, accountability for work product resides with the staff liaison
- i. Coordinates with board liaison to receive and report information to the board
- j. Must be a BCCI board certified member of APC