

## **RESPONSIBILITIES OF STEERING COMMITTEE CHAIRS/VICE CHAIRS**

Chairs and Vice Chairs are appointed by the President subject to Governing Board approval. They are responsible for accomplishing the committee's objectives. Chairs are voting members of the Governing Board. Specifically, in accepting appointment a chair becomes responsible for the following:

- Attend the Steering Committee Orientation in Chicago and prepare with the assistance of the vice chairman, committee members, the Line Officer liaison and the staff liaison an action plan, which describes the outcome-oriented activities that will accomplish the year's objectives. Steering Committee Orientation is held in February.
- Contact the Line Officer Liaison prior to each national meeting and update them on the committee's progress.
- Conduct effective meetings by:
  - Setting a brisk pace so that business is accomplished in the time allotted.
  - Keeping discussion and activities focused on the agenda.
  - Curtailing irrelevant digressions.
  - Providing a model of good leadership.
- Develop the leadership potential of the committee vice-chair by:
  - Consulting on how to meet the committee's objectives
  - Delegating meaningful responsibility, such as task force supervision and facilitating a portion of each meeting.
  - Following up to ensure that responsibilities are being met.
- Attend the Joint Steering committee meetings.
- Coordinate the work of the Steering Committee between meetings, and follow up with them to ensure completion of assigned tasks.