

Committee/Task Force Member Roles & Responsibilities

Board of Directors

The Board of Directors is charged with setting and overseeing the strategic direction of GRAR and acts on recommendations from committees/task forces to propose association policies, programs and activities.

Committee

The Committee assists in the development of relevant policies and implementation of policies, programs and activities.

Task Force

The Task Force can be created out of a committee or is a work group assigned to accomplish a specific task.

Committee/Task Force Chair

- Directs members and activities of the committee/task force to see it fulfills its responsibilities
- Ensures the committee has specific objectives
- Monitors committee member assignments
- Motivates and encourages committee members
- Helps identify future leadership talent
- Presides over meetings to ensure adherence to the major issues and purposes
- Works with the Vice-Chair and staff liaison to create agendas, meeting notes and reference material
- Attend 2 GRAR Board meetings during the year to report on the committee's activities

Committee/Task Force Vice-Chair

- Assists the Chair with duties
- Presides over meetings in the absence of the Chair

Committee/Task Force Member

- Attends all meetings.
- Carries out individual assignments that are assigned by the Chair
- Reviews all relevant material and information prior to the meeting
- Contributes and voices objective opinions

Staff Liaison

- Consults with Chair to prepare meeting agenda
- Handles meeting logistics
- Prepares and distributes meeting notes
- Reports on activities of related department(s) or committees
- Keeps track of committee budget (if applicable) and provides periodic updates
- Distributes relevant information and materials to members
- Assists in the execution and implementation of policies, programs and activities
- Serves as a technical resource