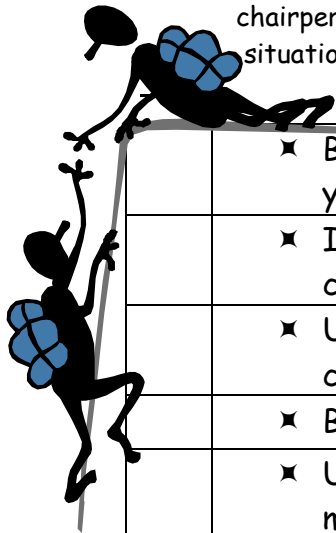


Duties and Responsibilities of the Committee Chairperson: A Checklist

Directions: The purpose of this checklist is to help a committee chairperson determine if he or she understands the duties and responsibilities that make for an effective chairperson. The person should check all boxes he/she believes applies to their situation.



	<ul style="list-style-type: none"> ✦ Build a team of your committee by bringing people along with you, working <u>with</u> them
	<ul style="list-style-type: none"> ✦ Interpret the purpose and programs of the organization to the committee
	<ul style="list-style-type: none"> ✦ Understand and interpret the community to the organization and committee members
	<ul style="list-style-type: none"> ✦ Be knowledgeable about services of other organizations
	<ul style="list-style-type: none"> ✦ Use skills in human relations and knowledge of your committee members to help each attain the peak of performance
	<ul style="list-style-type: none"> ✦ Accept and understand your committee's goals and objectives as they come to you from the planning process
	<ul style="list-style-type: none"> ✦ Guide your committee in long and short range planning
	<ul style="list-style-type: none"> ✦ In the budget process, have your committee estimate costs of objectives and identify any income
	<ul style="list-style-type: none"> ✦ Monitor implementation of committee objectives
	<ul style="list-style-type: none"> ✦ When appropriate, decide with committee to take part in implementing objectives
	<ul style="list-style-type: none"> ✦ Delegate responsibilities to committee members
	<ul style="list-style-type: none"> ✦ Recognize conflicts and disagreements and use problem-solving skills to deal with them

It is highly unlikely that anyone would check all boxes. Someone scoring more than 50% is likely striving to be a good chair, but has work to do.

