

## **ROLES & RESPONSIBILITIES: ALCA Committee and Task Force Chairs**

ALCA is organized around committees, task forces, and chapters.

1. **Committee chairs** serve 2 years; recommend to President successor for next 2 years (exceptions: conference, finance, and nominating chairs)
2. **Task Force chairs** serve only as long as assigned tasks requires
3. **Chapter Committee Chairs/Presidents** serve in accordance with the Rules/Guidelines of their Chapter

### **Committee and Task Force Chairs**

*Purpose: To implement the elements of the Strategic Plan and/or Budget that apply to their committee/task force.*

### **Chapter Committee Chairs/Presidents**

*Purpose: To oversee all activities of chapter that has merged with national, in accordance with Chapter Rules/Guidelines, Chapter budget, and Memo of Understanding with ALCA.*

Operations:

1. Set meetings on an as-needed basis; committees should be task-driven.
2. Develop agenda with assigned staff person about one week in advance of meeting.
3. If committee wishes to pursue program or task not included in the Strategic Plan, chair should contact either CEO or President in order to introduce recommendation to the Board.
4. Send all proposals that require Board approval to the CEO for review.
5. Work with staff during annual budget process.
6. Ensure continuity when a transition to a new chair takes place.
7. During or prior to last committee meeting of the year, poll committee membership to determine who will continue to serve on the committee in the New Year.
8. Assign Subcommittees or Task Forces as needed (agenda and minutes, if needed, are responsibility of committee members).

Reporting:

1. Meet individually with President or CEO at beginning of each year regarding their committee/task force work for the year, guided by the Strategic Plan.
2. Provide written Summary of Activities to staff in advance of each Board Meeting.
3. Notify staff of any changes in committee membership.

### **Committee and Task Force Staff**

*Purpose: Assist committees/task forces and leadership in attaining their goals.*

1. Send all meeting notices, agendas, and materials; prepare minutes.
2. For Chapter Committees, provide services in accordance with the Chapter-ALCA Memo of Understanding.
3. Notify Chairs when written Summary of Activities reports are due.
4. Organize conference calls.