

## USHJA POLICY STATEMENT

**Subject: Committee Chair Responsibilities**

**Policy Number: COM101**

**Date of Board Adoption: July 10, 2023**

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### **Committee Chair Responsibilities**

Each Committee Chair shall facilitate the business of the committee and communicate with the applicable committees and Working Groups. The Chair represents the Committee to the President.

### **Duties and Responsibilities:**

- Oversees the logistics of the Committee's operations, in coordination with the USHJA staff liaison, and serves as spokesperson for the committee to the Executive Director, WG Chairs, and President.
- Supports the objectives and policies of the USHJA.
- Conducts and facilitates committee business in a manner that encourages open dialogue and leads to effective decision making.
- Develops the Vice Chair or other talent that can succeed them.
- Assigns work to the Committee members, sets the agenda, conducts meetings, and works with the USHJA staff liaison to ensure timely distribution of meeting materials and minutes.
- Does not make, or second motions, and may not vote (**in-person meetings or electronic voting**), except to break a tie vote at an in-person or electronic meeting.
- Provides training, and reviews recent discussions and past projects of the committee with new committee members.
- Coordinates with the USHJA staff liaison in the review of the Committee budget (if applicable).
- Participates in required Chair trainings.