

## Guidelines for performing the duties of a committee chair

The committee chair is the leader of the committee and is responsible for conducting the business of the committee. In general it is the job of the Chair to provide leadership for the committee and keep it on task and reaching for its goals.

According to Roberts Rules of Order, which the NSITSP operates within, the committee chair should run the committee according to the rules of a meeting which can be summarized as below:

- Create the agenda for the meeting
- Call the meeting to order
- Determine if a quorum is present
- Keep the meeting on task
- Allow each member to speak
- When items are to be voted upon, call for motions, second, discussion and vote
- A meeting may be held when at least two members are present. A committee quorum is required for voting.

In addition, the committee chair is also responsible for the following activities:

- Meeting minutes must be taken and submitted to the NSITSP web site
- Documents created by the committee must be posted to the NSITSP web site
- Committee requests must be sent to the Board
- Engage the Board Liaison and Executive Director as needed for communications between the committee and the board
- Hold the committee members accountable for their assigned tasks
- Take direction from the Executive Director
- Submit annual budget to the Finance committee
- Submit spending requests to the Executive Director
- Present the committee accomplishments and future goals at general membership meetings
- Keep the committee fully populated with members