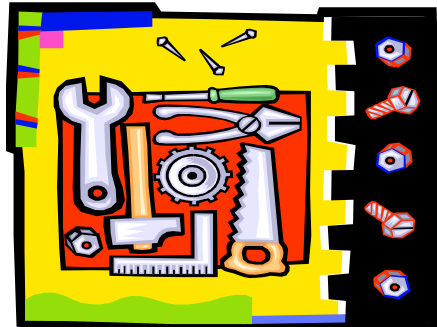


# New Committee and Board Chair Online Orientation

## Week 1: The Nuts and Bolts of Committees



### ***Why does ASHA have committees?***

Committees are an important part of the [organizational structure](#) and the work force of associations. Associations are built on a system of committee actions linking the association with the attitudes and “real world” of its members. Committees are the bridge between members and leadership, between things to do and tasks completed, between what we can do and what we have accomplished.

### ***What are the benefits of committee work?***

Committees represent, involve, and serve members as well as provide a training ground for future leaders. Committees allow members with varied interests to be involved in the work of the Association. The work that is completed by ASHA committees helps grow and strengthen the Association, the professions, and the committee members themselves. Through committee service, ASHA members report that they grow personally and professionally; gain a sense of professional community; and enhance their collaboration, problem solving and communication skills.

### ***How does ASHA establish committees and boards?***

ASHA’s Board of Directors (BOD) may establish a volunteer group to carry out some business of the Association. Definitions for the various volunteer groups that the BOD may establish (e.g., standing committees, boards, councils and ad hoc committees can be found on p. 6 of the [Committee Toolkit](#). Each committee, board and council liaises with a BOD member who serves as a Board Liaison and is assigned a National Office staff liaison.

### ***Who appoints committee members?***

Members are appointed by the Committee on Committees (CoC). The CoC finds potential committee members from the Volunteer Pool of applications maintained by the National Office. Members become part of the pool by submitting a Committee Interest Form.

Committee chairs may not appoint members on their own initiative. Chairs are asked to provide their Board Liaison with any recommendations they may have for new members. The Board Liaison will then make their recommendations to the CoC. Invitations are extended and appointments are made *only* following approval by the CoC. Additional information on the committee appointment process can be found on p. 5, 14 and 15 of the *Committee Toolkit*. A timeline for the committee appointment process can be obtained from your staff liaison or ex officio.

***How is the scope of the committee's work defined?***

The committee charge outlines the committee's scope of activities and cannot be changed without the approval of the BOD. The committee chair is responsible for keeping the work of the committee focused on the charge and aligned with the [strategic plan](#).

**See Pages 4-6 of the Committee Toolkit for more information on  
Committee and Board Operations**