

New Committee and Board Chair Online Orientation

Week 3: The Committee Team



Who are the members of the committee team?

The committee team consists of the Board Liaison, chair, committee member, and ex officio.

What is the role of the board liaison?

The Board Liaison directs the work of the committee via the Chair. The Board Liaison helps clarify the charge to the chair, and may request minutes, attend meetings, and react to work in progress. When appropriate, the Board Liaison posts summaries of committee activity to the Headlines e-mail list.

What is the role of a chair?

The chair serves as both the leader of the committee and as the skillful facilitator of discussion. The chair facilitates the work of the committee, provides oversight, and ensures that the goals and objectives of the committee are met. The chair fulfills this role by accepting and supporting the committee's charge, setting appropriate expectations around members' contributions and responsibilities, planning (with staff) and participating in all committee meetings, delegating and monitoring work assignments, maintaining records and relevant information on committee work, and moving members toward participation and decision making.

What is the role of the committee member?

Committee members are expected to be active by fully participating in committee meetings, completing assignments delegated by the chair, and working toward the fulfillment of the group's objectives.

What is the role of the National Office ex officio member?

The ex officio member serves as a full, participating member of the committee, although they do not vote. The ex officio serves as a resource on existing ASHA policies, products, procedures, and programmatic history and ensures coordination of work with the overall governance structure and other National Office units.

See p. 9-11 of the *Committee Toolkit* for more information on the roles and responsibilities of committee team members.