

**Board of Director's Policy
Governance 200 Series****Policy # 200.9.10****Responsibilities of a Committee Chairman**

The responsibilities of a Board Committee Chairman are:

- A. Preside at all meetings of the Committee.
- B. Develop meeting agendas in conjunction with the Executive Director.
- C. Present to the Board President nominations of individuals willing to serve on the committee for his/her consideration for appointment.
- D. Facilitate committee deliberations and ensure that all topics before the committee are discussed in an open, effective, efficient, and civil manner.
- E. Ensure that minutes of the committee meetings are recorded and subsequently approved by the Committee for posting in accordance with the Open Meetings Act (OMA).
- F. Facilitate relationships between and among committee members and the Executive Director. When appropriate speak to committee members regarding their attendance at meetings when absenteeism is inhibiting the work of the committee.
- G. Assure the committee operates within the requirements of OMA.
- H. Prepare and send reports of committee activities and accomplishments to the Board of Directors as required.
- I. Assume such other duties as may be assigned by the Board President and/or the Board of Directors.

Adoption Dates:

Revised and Adopted: September 23, 2008

Revised and Adopted: December 2014