



Position Description: Committee Chairperson

- 1) The Committee Chairperson must be a member of the WISE Board of Directors.
- 2) This role will set the vision for the committee work.
- 3) Work across other WISE Committees to accomplish the goals of the organization.
- 4) Ensures that members have the information needed to do their jobs.
- 5) Assigns work to the committee members, sets the agenda and runs the meetings, and ensures distribution of meeting minutes.
- 6) Oversees the logistics of committee's operations.
- 7) Reports to the Board's Chairperson.
- 8) Reports to the full Board on committee's decisions / recommendations.
- 9) Initiates and leads the committee's annual evaluation regarding deliverables, committee members and future plans.
- 10) Assists in recruiting the Vice Chair positions and Committee members.
- 11) Develops the Vice Chair positions for succession planning purposes.
- 12) Seeks to identify core volunteers interested in increasing roles within WISE.