

# ACAAI COMMITTEE CHAIR RESPONSIBILITIES

## GUIDELINES, KEY DATES & TIPS

### Communication

- Send a welcome message to your committee, introducing new members and your staff liaison.
- Regularly check in with staff liaison & project leads.
- Follow-up with absent and/or “silent” members “offline” to see how they can take a more active role.



### Meetings

- Arrange a meeting with your staff liaison to discuss projects and level/type of assistance.
- Actively contribute to all meeting agendas. Provide a safe & open forum for members to contribute.
- Keep meetings on time and follow up with minutes/summary of key points after each meeting.

### Project/Task Delegation

- Assess interests and professional experiences of all members and allow them to own distinct roles within the committee.
- Encourage members to be proactive and claim ownership of committee goals/activities.
- Encourage every member to share insights and expand the conversation.

### Member Engagement

- ✓ Set the strategy
- ✓ Sustain activity
- ✓ Champion for your team

### Planning & Reporting

- Develop clear goals and assign project leads to ensure progress and completion of work.
- Actively communicate your plans to your Council: share your committee’s goals, provide status reports, and inquire about activities of other committees.
- Spotlight your committee’s work in the College’s quarterly governance e-newsletter.



### Evaluation & Feedback

- Hold members accountable for attending meetings; follow-up with absent and/or “silent” members and set the standard for participation.
- Recommend new members and/or identify members for future leadership role.
- Regularly review achievements/progress & recognize notable member contributions.

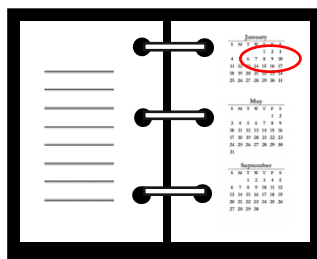
### January/February

Provide recommendations for new members, term extensions, and new leaders to Appointments Committee.

### March/April

Members apply online for committee positions from **March 1 – April 15**. Encourage members to apply.

### Mark your calendar!



### March/April

Prepare reports for May BOR Meeting. Note: budget requests for next fiscal year are due in June.

### September/October

Prepare reports for November BOR Meeting. Discuss goals for next year. Prepare welcome message.