

ACAAI COMMITTEE POSITION DESCRIPTIONS

Committee Chair

Basic Function

The chair guides the committee in its work, ensuring fulfillment of its charge and alignment with the College's strategic goals.

Responsibilities

- Welcomes new members and sets the stage for the committee's work at the beginning of the year.
- Develops a work plan that will allow the committee to effectively and efficiently carry out its charge for the year, delegating tasks and ensuring everyone has an opportunity to contribute.
- Develops agendas and leads committee meetings; designates a notetaker in the vice chair's absence.
- Approves meeting notes/minutes as needed before distribution.
- Works with the vice chair and staff to follow up on assigned tasks, ensuring the work of the committee is carried out between meetings.
- Provides regular and appropriate recognition to active committee members; seeks out disengaged members to find out what is getting in the way of their participation and devises strategies with the vice chair (and advisor as needed) to overcome those barriers.
- With the vice chair and staff, develops reports on committee activities and requests for action by the board of regents or executive committee.
- With staff, reports to the committee on decisions of the Board of Regents, Executive Committee or other association entities as they relate to the committee's charge/activities.
- Guides the committee in proposing projects that will further the goals and objectives of the College; ensures the committee's full participation in the College's strategic planning and budgeting processes.
- Works with the vice chair to resolve any issues that arise in the committee's work, seeking guidance from the Executive Medical Director as needed.
- Participates in the in-person meeting for chairs and vice chairs at the Annual Meeting.
- Provides feedback to the Appointments Committee pertaining to term extensions, vice chair nominations and new appointments on an annual basis.

Vice Chair

Basic Function

The vice chair assists the chair in guiding the committee's work and ensuring fulfillment of its charge and alignment with the College's strategic goals.

Responsibilities

- Assists the chair in developing a work plan that will allow the committee to effectively and efficiently carry out its charge for the year.
- Transcribes meeting notes/minutes as needed and records attendance for all meetings.
- Leads the committee's meetings in the chair's absence.
- Works with the chair and staff to follow up on assigned tasks, ensuring the work of the committee is carried out between meetings.
- Assists the chair and staff in developing reports on the committee's activities and requests for action by the Board of Regents or Executive Committee.
- Participates in the in-person meeting for chairs and vice chairs at the Annual Meeting.
- Provides feedback to the Appointments Committee pertaining to term extensions, vice chair nominations and new appointments on an annual basis.

Advisor

Basic Function

A non-voting member of the committee, the advisor assists the chair and vice chair in determining the best manner in which to guide the committee in carrying out its charge. He/she is available to mentor new and/or disengaged members who may need additional guidance to fully participate. At the request of the chair, the advisor may also be asked to provide suggestions for resolving issues that arise in the work of the committee. *It is important to note the advisor serves in a supportive role and is not intended to supersede or replace the responsibilities of the chair or vice chair.*

Responsibilities

- Assists the chair and vice chair as needed in developing a work plan that will allow the committee to effectively and efficiently carry out its charge for the year.
- Is available to mentor emerging leaders and members of the committee who are new to committee work and/or who have not been actively engaged; provides recommendations to the chair and vice chair on how to enhance their involvement.
- Where appropriate, guides the committee in proposing projects that will further the goals and objectives of the College.
- Supports the chair and vice chair when requested in resolving any issues that arise.
- Provides feedback to the chair and vice chair when requested on term extensions, vice chair nominations, and new appointments.
- Annually attends the new member orientation webinar.

Staff Liaison

Basic Function

The staff liaison serves as an informed resource to committee leaders and members. Working in conjunction with the chair and vice chair, they help ensure the committee's activities address its charge and alignment with the College's goals and objectives.

Responsibilities

- Assists the chair in welcoming new members and establishing a work plan for the year.
- Provides administrative support for planning and execution of meetings and projects. Specifically, assists the chair and vice chair with:
 - Developing agendas and conducting effective meetings;
 - Distributing meeting notes/minutes as needed; and
 - Ensuring the work of the committee moves forward between meetings.
- Works with the chair and vice chair to provide feedback to the Appointments Committee pertaining to term extensions, vice chair nominations and new appointments.
- Facilitates communication between the committee and the College's leadership.
- Works with the chair and vice chair to prepare reports of committee activities for the Board of Regents and/or Executive Committee.
- Reports to the chair, vice chair and committee as a whole on the decisions of the Board of Regents, Executive Committee or other College entities as they relate to the committee's charge/activities.
- Annually attends the staff liaison orientation meeting and new member orientation webinar.