

## Committee Chair Job Description

September 4, 2013

- With staff, develop a plan that will allow the committee to effectively and efficiently discharge its responsibilities for the year
- With staff, develop agendas and conduct committee meetings
- Approve reports of committee meetings before their distribution
- Work with staff to ensure that the work of the committee is carried out between meetings
- Approve reports on committee activities, including requests to the Board of Commissioners; work with staff to complete an Annual Report
- Report to the committee on decisions of the Board of Commissioners that affect the committee's work or activities
- Guide the committee in proposing projects and services that will further the goals and objectives of the Bar
- Where appropriate, make policy recommendations to the Board of Commissioners or the Representative Assembly