

Committee Roles and Responsibilities

This guide is meant to provide an overview of the roles and responsibilities of the committee chair, committee member and staff. In order for committee work to be accomplished, the committee chair, committee members and staff need to form a partnership, with each fulfilling their respective roles.

General Responsibilities

- Accepts and fulfills the committee's charge.
- Is familiar with all aspects of the committee's work, including the committee's purpose, prior work product, and current budget and activities.
- Attends and facilitates all committee meetings.
- Ensures the committee work is consistent with the State Bar's goals and objectives. With the staff liaison's guidance, the chair understands and advises the committee about:
 - its charge and long- and short-term goals;
 - the organization's strategic direction;
 - relevant policies, procedures, rules, and organizational activities;
 - the financial planning process and related deadlines
 - lobby law compliance, if applicable.
- Anticipates the committee's informational needs and coordinates with the liaison and volunteers to obtain appropriate input before discussion and decision making.
- Takes responsibility for financial planning and budgeting, with liaison's support and guidance.
- Seeks guidance from the liaison or other appropriate resources when information beyond the chair's expertise is required.
- Keeps the vice chair informed, if one is appointed, and involves the vice chair in the development of budgets, long-range planning, and reports.

The Role of the Committee Chair

Budgeting/Planning Responsibilities

- Takes responsibility for preparing the committee's financial and program/project planning documents, including the three-year financial plan, annual budget, and annual report and environmental scan, with liaison's support.
- Manages the committee's budget and reviews monthly financial statements, with liaison's support.
- Guides the committee in developing and implementing programs, products, and services that will further the State Bar's goals.

The Role of the Committee Chair

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Meeting Planning and Facilitation Responsibilities

- Discusses with the staff liaison, early in the fiscal year, a meeting schedule for the year, taking into consideration deadlines for financial and other planning activities, and committee projects and reports.
- Implements orientation for new committee members with staff liaison support.
- Develops agendas, meeting notices, minutes, financial and other planning documents, and other appropriate communications, with the liaison's support.
- Monitors committee budget and raises questions or concerns with the staff liaison.
- Monitors committee progress and follows up with committee members regarding the status of assigned rojects/programs/reports.
- During meetings, keeps the discussion on track, monitors participation by members, and keeps the committee focused on reaching a decision.
- Identifies and coordinates with the liaison distribution of committee reports or other information to committee members, the Board of Governors' liaison, and other appropriate sources relevant to the committee work, including staff, committees, sections, and divisions.

Keep in mind that what makes associations unique is that the same populations are:

- the *owners*
- the *customers*, and
- in some cases the *workforce* of the organization.

The Role of the Committee Members

Role of Committee Members

- Participates actively in orientations, meetings and conference calls and correspondence, but does not monopolize the discussion.
- Respects different points of view.
- Considers what Association members would think.
- Respects time limits –they are necessary to achieve what the committee needs to accomplish.
- Contributes to the development of annual goals and budgets.
- Works with the committee chair to meet the charge to the committee and achieve the plans within time and fiscal parameters.
- Writes newsletter content; however, the liaison may be asked to write specific articles because of his or her expertise on the topic. Generally, volunteer editor`s coordinate the content of newsletters.
- Draft major reports and other work product, unless staff has extraordinary expertise on the issue or activity.
- Only the executive director may enter into any legal contract or approve the engagement of consultants and professional service providers.

Role of Vice Chair

The vice chair's primary responsibility is to perform chair responsibilities, including decision making, at times when the chair is unavailable. In assuming that role, the vice chair will follow the outlined responsibilities for a committee chair.

Job responsibilities unique to the vice chair include:

- Works as a team with the chair to lead the committee's work, charged by the State Bar president, consistent with the State Bar strategic plan, bylaws and policies.
- Prepares for the future possibility of assuming the role of chair on an as-needed basis during the chair's tenure.
- Prepares for the future possibility of a chair appointment.

General Responsibilities

- Is familiar with all aspects of the committee's work, including the committee's purpose, prior work product, and current budget and activities.
- Works with the chair to ensure that committee work is consistent with the State Bar's goals and objectives. The liaison understands and advises the committee about:
 - The organization's strategic direction;
 - Relevant policies, procedures, rules, and organizational activities;
 - The financial planning process and related deadlines; and
 - Lobby law compliance, if applicable.
- Is an active participant at meetings, engaged in discussion, answering questions, offering suggestions, and giving perspective. A liaison anticipates the committee's informational needs and coordinates with the chair appropriate staff and volunteer input before discussion and decision making.
- Provides financial planning and budgeting support and guidance.
- Anticipates and provides administrative support.
- Supports the association's decisions, even when they may not support individual group needs.
- Seeks guidance from his or her director/manager or other appropriate resources when information beyond the liaison's expertise is required.

The Role of the Staff Liaison

Budgeting and Planning Responsibilities

- Assists the chair in preparing the committee's financial and program/project planning documents, including an annual budget, and an annual report and environmental scan.
- Along with the chair, manages the committee's budget, proactively reporting appropriate financial information; reviews monthly financial statements and reports financial/budget concerns to his or her supervisor and follows up until the matter is resolved.
- Explains to committee members expense reimbursement policies and procedures.



The Role of the Staff Liaison

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Meeting Planning and Facilitation Responsibilities

- Makes contact with the chair to discuss a meeting schedule for the year, considering deadlines for financial and other planning activities, and committee projects and reports. The liaison reviews with chairs the committee's charge and goals for the year; ongoing committee projects and programs; the committee's budget and other relevant background; and the need for new committee member orientation.
- Coordinates meetings, including scheduling meeting rooms, arranging for refreshments and meals, taking into consideration the committee's budget.
- Ensures that the meeting is properly set up in iMIS, our association management software.
- Works with the chair to develop and distribute agendas, meeting notices, minutes, financial and other planning documents, and other appropriate communications.
- Attends meetings and provides on-site support.
- Takes minutes at meetings and promptly transcribes them for the chair's review and approval before distributing them to the committee.
- Coordinates and/or distributes committee reports or other information to committee members, the Board of Governors' liaison, and other appropriate sources relevant to the committee work, including staff, committees, sections, and divisions.
- Anticipates and coordinates the timely production of the committee's communications, marketing, research, and other needs with appropriate staff (for example: event promotion, mailings, newsletter production, etc.).
- Assists in the committee appointment process, including the recruitment of members to fill vacancies, bringing diversity to the committee's work.
- Ensures that the committee's Web-related content on WisBar is current and accurate.
- Coordinates committee Lyris email lists with the IS Department, ensuring that participant list is current and policies and rules are distributed as appropriate.
- Only the executive director may enter into any legal contract or approve the engagement of consultants and professional service providers.