



## **Committee Chair and Staff Liaison— Roles and Responsibilities**

(Excerpt from the Committee on Committees—Standards for Committee Chair and Staff Liaison Interactions)

### **Committee Chair**

1. Uses committee's mission statement to guide thrust or direction.
2. Presides over committee meetings in a professional and orderly manner.
3. Exhibits strong leadership and communication skills.
4. Encourages members to be participatory in establishing and discussing agenda items.
5. Focuses on members' strengths in making subcommittee assignments.
6. Understands the committee structure.
7. Sets reasonable deadlines on assigned tasks.
8. Establishes and follows up on action items.
9. Promotes professional development of committee members.
10. Works well with staff liaison.

### **Staff Liaison**

1. Understands the staff liaison's role and responsibilities.
2. Provides support to the committee in a professional manner.
3. Exhibits awareness of the committee's mission and associated goals.
4. Understands the committee's structure.
5. Provides in-depth knowledge and supporting information during meetings.
6. Works well with the chair.
7. Follows up on assignments and action items.
8. Provides a carefully prepared and easy to follow agenda book.
9. Submits documents and committee communications in a timely manner.