

Section: Job Responsibility

Number: 101-02.7

Subject: Committee Chairperson

Origin Date: 10/97

Reports to: Executive Committee

Purpose: Chairperson of each committee, as defined in the Bylaws, organized and coordinates the work of their committee to carry out the work of SCAPAN. Committee chairs are named by the Vice President Elect.

Role & Responsibility:

1. Maintains a current membership in ASPAN/SCAPAN.
2. Selects committee members with assistance of VP/Pres. Elect:
 - a. As possible selects members geographically to insure statewide representation
 - b. Notifies all new members of selection within 30 days of selection
3. Meets with outgoing chair to receive all information and material pertinent to meeting and continuing goals, current activities, and future goals.
4. Defines committee action plan and goals for current and coming year with members..
5. Prepares summary of committee activity for *Palmetto Pulse* publication as defined in committee action plans.
6. Attends all BOD meeting unless excused by President. Prepares committee report for each.
7. Establishes and submits proposed budget to meet committee goals. Submits appropriate request for funding exceeding budget (See Extended Funding)
8. Maintains notebook of all committee work and correspondence.
9. Unless otherwise stated serves one year term. May be appointed to 2 consecutive terms.
10. Copies all correspondence to President and President Elect.
11. Recommends to President committee members deserving Certificate of Appreciation for outstanding work.
12. Notifies President of any non-functioning committee members.

Revised: 9/09; 6/11