

ACR Commission Chair Job Description

Purpose: Volunteer leaders are integral to the success of College programs and activities as well as to the advancement of the field. This job description provides basic information to help guide you in your commission chair role. For more specific information, please contact your commission staff member or the Chair of the ACR Board of Chancellors.

Description: The Chair is responsible for providing the leadership, guidance and direction in executing and implementing the goals and objectives of the commission and its committees in accordance with ACR Bylaws and consistent with the goals and objectives of the Chair of the BOC.

The Commission chair:

- Is responsible for overseeing the commission's affairs in furtherance of its goals and objectives including establishing committees or work groups. Any new work group or committee will need approval of the Chair of the ACR Board of Chancellors.

Policies:

- Commissions and Committees may develop policies for their own internal use. Broader policies may require BOC, and, depending on content, possibly CSC or even Council approval. Contact the ACR Governance Department for assistance.

White Papers:

- White papers are sometimes requested by the BOC Chair or full BOC. Any Commission or Committee desiring to develop a white paper on its own, should contact the ACR Governance Department.

Publications:

- Any Committee or Commission desiring to submit a paper for publication should contact the ACR Governance Department, which will coordinate the process with the appropriate level of leadership.
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- Assesses the current activity level of existing committees and remove any committee or work group no longer necessary to fulfill the goals and objectives of the commission.
 - Typically serves a term of up to six years.
 - Understands that committee chairs and members serve a term of one year renewable for a total of up to four years. Committee term dates officially begin June 1 and end May 31 although from a practical matter assignments may begin and end at the completion of the ACR Annual Meeting.
 - Assigns duties of each commission member or to the chairs of the committees and/or work groups under the commission's purview.
 - CSC Liaison assigned to commission should be actively engaged in all commission activities.

- Prepares an agenda for all commission meetings.
 - Works with staff to schedule meetings as needed ensuring a quorum (a majority of members) for each meeting.
 - The Chair should also work with ACR commission staff to create a meeting agenda in advance of each meeting to ensure the efficient and effective use of the commission's time.
 - Following each meeting, staff will draft the minutes of the meeting for consideration at the next meeting of the commission. The chair should review these drafts prior to distribution to the commission.

- Conducts all commission meetings and sees that the staff liaison sends copies of the meeting minutes to the members of the commission.

- Reports to the Board of Chancellors and, if necessary, the members of the College on the activities of the commission and its committees. Works with staff liaison on the creation of the commission's interim and annual reports. Cooperates with and keeps the ACR apprised of the commission's programs and projects as well as controversial issues and other matters of interest to the College.

- Represents and acts as spokesperson for the commission as appropriate.

- Works to ensure a fiscally sound approach to commission activities. This includes meeting via conference call and limiting unnecessary commission expenses.
 - All unbudgeted new initiatives or expansion of existing initiatives resulting in an estimated cost over \$50,000 will need approval from the BOC chair, CEO and secretary-treasurer in advance of proceeding with the initiative.
 - Unbudgeted new initiatives or expansion of existing initiatives exceeding \$100,000 in cost will additionally need approval from the Executive Committee.
 - All unbudgeted new initiatives or expansion of initiatives resulting in costs over \$250,000 will additionally need approval from the Board of Chancellors and the Budget and Finance Committee.
 - Each new unbudgeted initiative or expansion of an existing initiative will require a brief explanation of the initiative, a breakdown of the expected costs of the initiative, a discussion of how the initiative is synergistic with the College's strategic plan and benefits the ACR membership, a cost-effectiveness analysis of the proposed initiative relative to reasonable alternatives, and a timeline for use of the funds.

- Working with staff, identifies prospective members for the commission. Members rotate on and off the commission and committee rosters each spring. It is the discretion of the commission chair to recommend replacements (if needed).
 - Typically commissions are between 8-12 members in size (although some may be larger depending on the goals/objectives of the commission).
 - Each commission must have at least one member of the Young and Early Career Section (YPS) on the commission at all times.

- All other candidates should be considered based on merit, recognizing the work needed to accomplish the goals and objectives of the commission and the commission's current composition.
- Commission chairs should refrain from identifying a Vice Chair unless specifically advised to do so by the Chair, ACR Board of Chancellors. Selection of Vice Chairs may presume succession to a position on the Board of Chancellors. These selections may be made by a future Chair at the time of appointment and may either unnecessarily tie the hands of the future BOC chair or not lead to the assumed succession.
- Once the prospective list is determined, staff will ensure that these prospective commission members are members of the ACR (consistent with ACR Bylaws) and are interested in serving. Once the list has been developed, checked for membership status and approved by the commission chair, it will then be sent to the Chair, ACR Board of Chancellors, for final approval.
- Assigns and/or monitors performance of duties of each commission member.
 - Assesses the active participation of each member on the commission. The commission chair will inform the Chair, ACR Board of Chancellors of any member(s) who is/are not taking part in their assigned work or who is/are hindering the accomplishment of the commission's goals. In such circumstances, the commission chair, having contacted the member(s) to remedy the situation, may recommend to the Chair of the Board of Chancellors removal from the commission if his/her performance does not improve.
- Acknowledges ACR's *Conflict of Interest Policy* and completes a *Conflict of Interest Disclosure Form*. The disclosure form should be updated continuously, but not less frequent than annually, through the duration of service as an ACR volunteer. The COI form can be accessed and updated via the [My Profile section of the ACR web site](#).