

ACR Committee 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 committee chair role. For more specific information, please contact your committee staff member or commission chair.

Description: The committee chair is responsible for providing leadership, guidance and direction in facilitating and implementing the goals and objectives of the committee. These goals and objectives should be determined in concurrence with the commission chair. Chairs of freestanding committees will work with the Chair, ACR Board of Chancellors to determine specific goals and objectives for that committee.

The committee chair:

- Is typically selected by the chair of the commission and approved by the Chair of the ACR Board of Chancellors.
- Serves 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.
- Is responsible for coordinating with the commission chair (or chair of the BOC for freestanding committees) a plan that furthers the goals and objectives of the Commission. The committee chair, working with staff and the members of the committee, determines specific action plans to meet those goals and objectives assigned.

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.
- Works to ensure a fiscally sound approach to committee activities. This includes meeting via conference call and limiting unnecessary committee expenses.
 - All unbudgeted new initiatives or expansion of existing initiatives resulting in an estimated cost over \$50,000 will need approval from the commission chair, 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 in cost 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, how the initiative benefits the College's strategic plan and the ACR membership, identifies the process used to determine the most cost-effective alternative and a timeline for use of the funds.
- Sets reasonable deadlines for the committee's work and keeps the commission chair up-to-date on the progress of the work.
 - Represents and acts as the spokesperson for the committee as appropriate.
 - 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 committee staff to create a meeting agenda in advance of each meeting to ensure the efficient and effective use of the committee's time.
 - Following each meeting, staff will draft the minutes of the meeting for consideration at the next meeting of the committee. The chair should review these drafts prior to distribution to the committee.
 - Coordinates with the commission chair to identify member candidates for participation on the committee. Members rotate on and off the committee roster each spring. It is the discretion of the committee chair to recommend replacements (if needed).
 - Typically committees are between 8-12 members in size (although some may be larger depending on the goals/objectives of the committee).
 - The chair will work with committee staff to identify appropriate replacements for the committee. Each committee must have at least one member of the Young and Early Career Section (YPS) on the committee at all times.
 - Once the prospective list is determined, staff will ensure these prospective committee members are members of the ACR (consistent with ACR Bylaws).
 - 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 committee member:
 - Assesses the active participation of each member on the committee. The committee chair will inform the commission chair of any member(s) who is/are not taking part in their assigned work or who is/are hindering the accomplishment of the committee's goals. In such circumstances, the committee chair, having contacted the member(s) to remedy the situation, may recommend to the commission chair removal from the committee 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](#).