



AZPTA COMMITTEE CHAIRPERSON GENERAL DUTIES

Committee Chairpersons are appointed by the Executive Board for a three year term and are responsible to the designated officer liaison. Appointment to more than two consecutive terms will be determined by the President based on performance. The Chair will be responsible for training a potential successor.

Committee Chairpersons shall:

1. Call and conduct committee meetings as necessary.
2. Prepare a written report addressing committee activities progress toward accomplishing goals, and issues requiring attention and submit the report to the responsible officer (Executive Board liaison) prior to each Executive Board Meeting as needed or requested.
3. Attend meetings of the Executive Board upon request.
4. Attend at least two Region meetings annually.
5. Attend a minimum of 50% of the scheduled Executive Board and Membership Business Meetings annually.
6. Attend the annual Leadership Development Workshop.
7. Obtain permission from the Executive Board before the release of any Chapter report to persons other than Chapter members.
8. Submit written reports to the membership if unable to attend Membership Business meetings and a year-end report in December annually.
9. Maintain a notebook or file including annual plans, meetings, committee members, programs and activity reports.
10. Coordinate committee activities and collaborate with Region Representatives.
11. Turn over files with accurate and complete records to the successor.
12. Prepare Program Plans and Budget requests by the established deadline in consultation with the Executive Board liaison.
13. Submit a written report or be prepared to offer an oral report of committee activities at each Membership Meeting.