



## STANDARDS FOR AND DUTIES OF COMMITTEE CHAIRS

The Chairs of AzPTA Committees shall:

- Attend 50% of the scheduled Executive Board meetings annually.
  - *Regular attendance and participation in Executive Board meetings ensures appropriate involvement in the governance of the chapter.*
- Attend 50% of the scheduled Membership Business meetings annually.
  - *Regular attendance and participation in Membership Businesses meetings ensures appropriate involvement in the governance of the chapter.*
- Attend at least two District meetings annually.
  - *Participation at the District level enhances networking, representation of member concerns and interests, and fosters member recruitment.*
- Submit written reports if unable to attend Membership meetings.
  - *Communication and accountability are essential for effective Chapter programming and business operations.*
- Attend the annual Leadership Development Workshop.
  - *Development of leadership skills and recruiting new committee members are essential for effective Chapter programming and business operations.*
- Committee Chairs shall submit a year-end report to the chapter office by November 25 annually.
  - *Communication and accountability are essential for effective Chapter programming and business operations.*
- Committee Chairs shall maintain a file to include at a minimum annual program plans, meeting minutes, a list of committee members, and program and activity reports.
  - *Maintaining complete committee records provides continuity from year to year and chairman to successor.*
- Committee Chairs (with the exception of Ethics and Bylaws) shall ensure their committee consists of at least three (3) members.
  - *Committee participation fosters member retention, networking, and provides a process for leadership development.*
- Committee Chairs shall establish and maintain a Board Liaison relationship with their assigned committee Officer.
  - *Officers are expected to serve as advisors for their assigned Committee Chairs, as well as to provide oversight of committee activities.*
- Committee Chairs shall submit articles twice annually for publication in APTAN.
  - *Communicating about Committee activities to the membership enhances engagement and perception of the value of membership.*