

The Committee Chair

- Reports to the President of the NBMA.
- Is elected at the AGM by the Members of the NBMA.
- Contributes to the implementation of the Association's goals and policies by planning, directing and coordinating the committee's activities in accordance with the bylaws and policies.

Responsibilities:

1. The Committee Chair shall provide input to the Board pertinent to the development of long-range planning and policy development relative to their committee's responsibility.
2. Shall appoint a Vice-Chair to assume the Chair's responsibilities when the Chair is prevented from fulfilling them due to absence or illness.
3. Shall become familiar with all aspects of the objects and goals set for the committee by the Board and ED.
4. Assist in the recruiting of committee members for appointment by the President to the committee.
5. Shall define operational goals and projects for the committee in support of the defined goals and priorities of the Board.
6. Shall present projects [including definition, timetable, manpower requirements, and budget requirements] to the Board and ED for approval using the format included in policy 5.11.01.
7. Shall direct the activities of the committee members to efficiently achieve the operational goals and complete defined projects in a timely manner.
8. Shall inform the President and ED immediately of any problems that would adversely affect the efficient functioning of the committee.
9. Shall report verbally to the President and Ed on a monthly basis on the activities of the committee.
10. Shall report monthly to the Board of Directors in writing on the progress of the committee using the format included in policy 5.11.02.
11. Other duties as assigned by the President.