

The purpose is to define the role of an Ad Hoc Committee Chair and detail the authority, responsibilities and duties of the position.

The Committee Chair:

1. Reports to the Executive Director.
2. Is appointed by the Board.
3. 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:

4. Shall appoint a Vice-Chair to assume the Chair's responsibilities when the Chair is prevented from fulfilling them due to absence or illness.
5. Shall become familiar with all aspects of the objects and goals set for the committee by the Board.
6. Assist in the recruiting of committee members for appointment by the President to the committee.
7. Shall define operational goals and projects for the committee in support of the defined goals and priorities of the Board.
8. Shall present projects [including definition, timetable, manpower requirements, and budget requirements] to the ED for approval using the format included at the end of this policy.
9. Shall direct the activities of the committee members to efficiently achieve the operational goals and complete defined projects in a timely manner.
10. Shall inform the ED immediately of any problems that would adversely affect the efficient functioning of the committee.
11. Shall report verbally to the ED on a monthly basis on the activities of the committee.
12. Shall report quarterly [1 Mar, 1 Jun, 1 Sep, 1 Dec] to the ED in writing on the progress of the committee using Form 5.12.01 or 5.12.02. These reports will form part of the ED's report to the Board.
13. Other duties as assigned by the Board.