



Officer Descriptions

The Chair

Maintains the delicate balance between leading the committee and encouraging other officers and members to take on leadership responsibilities is the challenge facing the chair. **He or she is dedicated to the group's success.** In short, the chair leads and facilitates the group in its activities.

He or she:

- Helps to carry out the **group's** objectives.
- Serves as the official representative of the group.
- Facilitates communication between elected officers.
- Coordinates the selection of committee chairpersons and task forces.
- Carries the main responsibility for the smooth running of group meetings.

Vice Chair(s)

The job of the vice chair(s) can be very rewarding, but it also can be quite tedious. A good chair is eager to help develop the vice chair(s) position into a creative and productive one.

The Vice Chair (s):

- Works closely with the chair.
- Assumes the chair's duties if necessary.
- Coordinates the work of the committees and typically chairs an important committee.
- Works with the executive team in budget and calendar preparation.
- Assists the chair in meeting agenda preparation.
- Works behind the scenes to help iron out differences between people.
- Assumes other responsibilities as assigned by the chair.
- In some organizations, the vice chair is the chair-elect, and will serve one year as vice chair before assuming the office of chair the next year.

The Secretary

The duties of the secretary are much more comprehensive than simply taking minutes.

He or She:

- Prepares (after consulting with other officers) and distributes the agenda for business meetings.
- Notifies members of upcoming meetings.
- Takes roll of attendees at meetings, either verbal or written, and keeps permanent records of who attended.
- Takes minutes of the proceedings of all meetings, including date and place of meeting, who was presiding, and business conducted.
- Prepares and distributes the written minutes, with the chair's assistance, in a timely manner.
- Maintains a file of original agendas and minutes.
- Maintains contact names, addresses, phone numbers, and e-mail addresses of people with which the organization regularly works.
- Keeps copies of activity calendars and special events.
- Writes notes of courtesy, thank you, congratulations, and birthday wishes to members.

Role of the Executive Committee

Set Agenda: Help prepare an agenda and process to follow.

Introductions: Make sure the group knows your name(s) and the roles you play. Take time to have all participants introduce themselves.

Be Positive: Officers serve as a positive force in the group, setting the tone so that the very best solutions can be found. Issues and doubts you have about any group discussion should be resolved before hand so that you can leave your negativity behind.

Remain Neutral: Remain neutral during the meeting because your role is to facilitate the group's process. If you have valuable ideas or opinions that are essential to the discussion, add your input *after* they give theirs.

Keep the focus: Keep members focused on the task, problem, or issues.

Encourage Participation: Encourage participation by all group members. Monitor excessive talkers and encourage quieter members. Confront problem behaviors that interfere with the group's progress.

Protect Ideas: Always protect individuals and their ideas from attack by other members of the group and never attack ideas yourself. This should be a group rule that everyone should follow.

Do Not Evaluate: Do not evaluate the ideas that are suggested. Encourage contributors to explain their reasoning and the background behind their ideas.

Work with Secretary: Officers regardless of role are busy running the meeting, so it is important to work with the secretary to ensure that accurate minutes are kept. Minutes should reflect the actions taken—not the opinions of either the secretary or chair.