

## Outreach Committee Chair – Duties and Responsibilities

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### Purpose

The key roles of the Chair are to facilitate, coordinate, and communicate – ensuring that committee members are actively engaged in the achievement of committee and ISAWWA’s work plan. The Chair should also have an understanding of the overall goals of the committee and ISAWWA. The Chair also grooms the Vice Chair (VC) to serve in the Chair role. **The RECOMMENDED terms are as follows: two-year term, with a minimum of one year to a maximum of four years.**

This individual, in collaboration with the Section staff and committee members, actively participates in the work of the committee, provides thoughtful input to deliberations, focuses on the best interests of ISAWWA and its members (rather than personal or constituent interests), and works toward committee accomplishment of the goals as described in the strategic plan.

### Specific Duties and Responsibilities

1. Provide guidance to the VC so that he/she will be ready to succeed to the Chair position.
2. Conduct a monthly or other regularly scheduled Committee meeting to communicate with members to ensure that volunteer obligations are fulfilled.
  - Develop agenda for each committee meeting.
  - Conduct meetings, whether online or in person.
  - Review meeting minutes and give to Section staff for distribution.
3. Attend meetings (in person and conference calls), generally including regularly scheduled committee meetings, monthly All Committee Meetings, Board Meetings (by phone) and ISAWWA’s Planning Retreat. In addition, complete the logistical tasks associated with overseeing a committee, and complete your own committee projects. Average time commitments for each:

• Committee Meeting	1-2 hrs/month
• All Committee Meeting	1-2 hrs/month
• Planning Retreat	8-16 hrs every 2-3 years
• Logistical tasks	1-4 hrs/month
• Committee projects	1-3 hrs/month
• <i>Optional: Board Meeting Phone call</i>	<i>1-3 hrs, multiple times/year</i>
4. Represent the committee at meetings of other ISAWWA committees as requested.
5. Review all relevant material prior to the meetings. Prepares, in advance, to make contributions, facilitate discussions, and voice objective opinions concerning the group’s issues and activities.
6. Develop projects within their committees that will further the goals and objectives of the committee and ISAWWA.
  - Learn how to use Asana to keep track of Committee projects
  - Learn how to use AdobeConnect to participate in and/or facilitate committee meetings
7. Recruit champions for each of the committee projects and works with Champions to help accomplish work items throughout year.

8. Support ISAWWA's policy of diversity and inclusion by assisting in the identification and growth of future ISAWWA's leaders, including identifying and encouraging a diverse group of applicants to the group and its projects.
9. Respond promptly to correspondence and internal/external information requests.
10. Take a leadership role by involving available volunteers in various projects throughout the year.
11. Build excitement and enthusiasm among committee members towards committee activities.
12. Maintain current membership in ISAWWA during the volunteer term.
13. Write Committee Report for the Board prior to each Board meeting. The report will include a summary of the Committee's activities in the previous quarter.
14. Write article for Splash magazine three times per year or assign to VC or another committee member.

### **Qualifications and Desired Skills**

Desire to support the goals and objectives of the Committee, Section and Association.

### **Time Commitment**

Approximately 4-12 hours per month, more depending on level of involvement with other projects.

### **Orientation, Training, and Continued Education Provided**

Ongoing support and training from Section, Association, Board and previous Committee Chairs. Develop leadership, project planning and delegation skills.

### **Activity Locations**

Virtual location at your home or office except when committee or Section has an in-person event.