

3040.5
COMMITTEES
(approved 1/99; 1/10; 10/10; 9/17)

Executive Committee Chair
Job Description

It is the responsibility of the executive committee chair to oversee the work of this committee. The goal of the executive committee is to coordinate the initiatives and operations of the corporation and to present a slate of candidates for elections. The committee consists of the president, president-elect, past president and treasurer. The president will chair this committee.

General Duties:

1. To present recommendations regarding personnel issues.
2. To prepare a slate of candidates to run for the board of directors and the positions of president, president-elect, secretary and treasurer. President-elect will facilitate this process.
3. To support the president-elect with creating a slate of candidates for the board in July.
4. To support the distribution of the ballot to all members in the fall.
5. To contact newly elected candidates and invite them to the first meeting of the year.
6. To provide all board members with their job descriptions and other related information.
7. To maintain copies of important documents to be passed on to the next chair.