

SOP - Role of A Committee Chairperson

New Mexico Emergency Nurses Association Role of a Committee Chairperson

To define the role of a committee chairperson so the responsibilities of this leadership position are met.

Policy

The committee chairperson guides the committee in its work as outlined by the charges from the president and board of directors.

Standards/Criteria

Committees are not required to operate using parliamentary procedures; however, principles of parliamentary procedure should guide the proceedings of the meeting.

Operational Procedure

The committee chairperson is responsible for the following:

- Plans committee meetings and agenda
- Conducts committee meetings or provides a substitute when necessary.
- Accepts and supports the committee's charges and ensures the meeting timeline.
- Moves members toward participation and decision making.
- Evaluates the committee's efforts and communicates accomplishments to the committee and to the NM ENA board.
- Provides minutes and reports as required.
- Provides input and works within the committee's established budget.
- When appropriate, guides the committee to proposing to the board of directors products and services that will support the

- mission and vision of ENA.
- Ensure committee minutes are recorded accurately and succinctly and in a business style
 - Prepares committee report and submits report to NM ENA at a minimum quarterly, per NM ENA bylaw requirements for review and submission in State council meeting minutes.
 - If the Chair for whatever cannot fulfill these requirements he/she is to notify the president.

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