

GENERAL DUTIES OF COMMITTEE CHAIRS

Task list before their year of service

- Attend club committee chair education.
- Become familiar with your club's bylaws and policies and procedures.
- Schedule an organizational meeting in August.
- Select the members of the committee.
- Create subcommittees if needed.
- Develop a committee budget. (Get board approval if necessary).
- Develop a communications plan for the year.
- Determine whether the current committee has unfinished goals or commitments the incoming committee is expected to complete.
- Review and establish long-range and annual goals with the incoming president.
- Develop an action plan based on goals.

Task list ongoing

- Plan and conduct regular committee meetings and activities.
- Manage the committee's budget.
- Work with other committees in the club.
- Monitor progress toward committee goals.
- Write and submit monthly reports to the club president and secretary.
- Attend club board meetings and report on committee plans and achievements.

Starting with these lists, meet with each committee leader to discuss and determine specific goals, responsibilities and timelines. Together, consider these questions:

- What's the role of a committee chair?
- Is there a written job description?
- What details are included in the club bylaws or policies and procedures?
- What are the committee's long-range and annual goals?
- What resources are available for committee leaders?

Also encourage your chairs to attend club leadership education for committee chairs at your district convention or online at kiwanis.org/leadertools.