

JOB DESCRIPTION

ACP Committee Chair

Approved by the ACP Executive Committee February 26, 2021

General Responsibilities

Committee Chairs are knowledgeable leaders in their field who use their skills to assist the Board of Directors to accomplish its strategic goals. They accomplish this through scheduling committee meetings, coordinating with the Division Director, ensuring committee meetings happen, are well organized, well attended, and that the appropriate work is accomplished. Chairs provide leadership, communicate committee member expectations, and ensure the committee complies with its responsibilities.

Accountability

The Committee Chair is accountable to the ACP President, CEO, the Board of Directors, Division Director and ACP members.

Responsibilities

Strategic

1. Understands the ACP Mission, Strategic Priorities, Guiding Principles and ACP/ACPEF Shared Vision.
2. Maintains open lines of communication with the Division Director.
3. Supports fundraising initiative in collaboration with the members of the board, CEO and development team.

Leadership Development

1. Maintains a regular schedule of communication with the Division Director, committee members and assigned staff liaison.
2. Writes and submits timely quarterly reports to the BOD on committee activities as requested.

Other Responsibilities

1. Interacts with staff as needed and keeps the CEO informed of such interactions, refrains from managing, directing, and assigning tasks to staff.
2. Fulfills such other duties assigned by the ACP President and the Board.

Term

Appointed by the President-Elect to serve a three (3) year term; may be re-appointed by the President-Elect to serve an additional term for a total of six (6) years.

Compensation

None.