



Committee Chair

Basic Function: Directs the members and activities of the committee to ensure that goals are achieved.

Responsibilities: Serves as a member of the board.

Ensures that the committee has specific goals for the year.

Develops their portion of the annual operating budget.

Ensures that the individual committee members understand committee goals and their contribution to committee activities in order to achieve those goals.

Assist the TREE Fund Chairman in recruiting and selecting committee members.

Schedules quarterly committee conference calls.

Prepares agenda for meetings and makes certain that each committee member receives the necessary materials in time for meetings.

Leads the meetings to ensure important issues are discussed, resolved and recommendations are developed.

Motivates and encourages committee members and monitors their assignments.

Prepares committee status reports for board meetings.

Minimal Job Requirements:

Demonstrated commitment to the goals and objectives of the organization. Record of support for the organization by contributing both financially and with time.

Demonstrated leadership which will enhance the organization's image in the general public.

Record of experience as a volunteer leader with responsibility in one or more major functions of the organization.

Willingness and ability to represent the organization in the industry and outside of the industry.

Four to six hours per month to contribute as leader of the organization.