

ABC National Volunteer Leader Job Description
Adopted January 1, 2014

Position Title: ABC National Committee Chair

Time Required:

- Serve one-year term subject to annual reappointment
- Attend all virtual and in-person committee meetings
- Attend a virtual orientation
- Attend a minimum of one ABC National conference annually

General Duties:

- Create a strategy to achieve goals established by the Executive Committee, set additional goals as necessary and keep committee on track to reach goals
- Touch base with Executive Committee and National Board of Directors regarding strategy, budget and policies
- Work with the Executive Committee Liaison to effectively communicate committee achievements and news to the Executive Committee and National Board of Directors
- Review agendas and supporting materials with staff liaison prior to committee meetings
- Lead in-person and virtual committee meetings
- Engage committee members and inform them of the objectives and their expected individual contributions and responsibilities
- Identify potential volunteers
- Establish and oversee subcommittees and/or task forces as needed to accomplish the mission of the committee
- Decide whether to permit proxies in instances in which committee members cannot attend committee meetings
- Represent the committee at ABC and non-ABC events and articulate the Association's position on issues
- Represent the interests of the Association as a whole
- Be informed about the Association's mission, services, bylaws, policies and strategic goals
- Advance the strategic objectives of the Association