



Position Description Committee Chair

Basic Function

Consistent with NACo's policy and strategic plan, and in accordance with the NACo bylaws, the committee chair guides the committee in its work as outlined by the work plan and direction from the association president.

Responsibilities

- With staff, develops a work plan that will allow the committee to effectively and efficiently discharge its responsibilities for the year.
- Attends all committee meetings and conference calls.
- With staff and vice chair(s), develops agendas, assigns work to committee members, conducts committee meetings and records the roll call at every meeting.
- Approves minutes and reports of committee meetings and ensures their distribution to committee members.
- Works with staff to ensure that the work of the committee is carried out between meetings.
- Reports to the officers and/or the Board of Directors (in accordance with NACo bylaws) on committee decisions, policy recommendations and other committee business.
- Reports to the committee on decisions of the Board of Directors and/or the officers that affect the committee's work or activities.
- Where appropriate, guides the committee in proposing products and services that will further the goals and objectives of the association.

If you accept the responsibilities of the position of committee chair, please sign and date below and email it to jhilscher@naco.org or fax it to 1-866-759-0285.


Signature

9/13/19
Date

GREG CHILCOTT
Printed Name

RAVALLI
County


MT
State



**Position Description
Committee Member**

- Supports and works closely with the committee leadership and staff.
- Attends all committee meetings and conference calls.
- Accepts and supports the committee's work plan.
- Participates actively in the committee's work and the advancing of NACo's policy and platform.
- Stays informed about committee matters and prepares for meetings by reviewing all briefing documents.

If you accept these responsibilities, please sign and date below and email it to jhilscher@naco.org or fax it to 1-866-759-0285.

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Signature 9/13/12
Date

GREG CHILCOTT

Printed Name

RAVALLI _____
County MT
State

