

## Committee Chair Job Description

1. All Chairpersons will report to and be supervised by the Vice-President.
2. All Chairpersons must be members in good standing (dues paid as of Oct. 1). Should a chairpersons' dues lapse (i.e. remain unpaid by the end of the calendar quarter in which they are due), the chairperson's membership will be automatically terminated and concurrently the chairpersons position will be declared vacant. Should the chairpersons wish to reverse those actions, they must rejoin NPGA and reapply for the position.
3. No one individual may chair more than one standing committee.
4. Chairpersons will provide the names of all committee members and their rotation schedules to the Business Manager by February 1 of each year for publication in the Membership Roster. (07-5)
5. *Chairs, with the approval of the Vice President, may remove members from their committees if the member's performance of duties has been unsatisfactory. Termination of service of committee members may be made without prior notice or right to a hearing. In case of a conflict of interest between the chairperson and the Vice President, approval by the President is required.*
6. Before committees can propose changes in documents or procedures, those changes must have received a majority vote in writing from the committee members.
7. Chairs shall keep current inventory of committee material belonging to NPGA and each January a full inventory copy shall be sent to the Vice-President and the Central Office. The inventory shall also be verified and passed along within 30 days at any time that there is a change in committee heads.
8. Each Chair shall provide a written report to the Vice-President one month prior to any regular board meeting, listing the activities, accomplishments, multi-year plan and budget updates of the committee, along with a list of members and their rotation schedules. (07-4)
9. Chairs shall review the Minutes following each Board meeting and comply with all actions affecting them and/or their committees.
10. The January report to the Board will include a financial statement for the previous year and a forecast for the upcoming year.
11. The Vice-President will advise those chairs who receive budget allocations of the amount budgeted immediately after the January Board meeting. The Vice-President will be contacted if expenses are going to exceed the approved budget.
12. The Vice-President will, from time to time, conduct evaluations of committees and committee chairpersons, and may utilize random surveys of committee members to assist in this evaluation.
13. All Chairs with budgets will submit to the Business Manager by November 1 a request for reimbursement for the following expenses directly related to committee business:
  - a) Telephone calls (include phone bill, with person called and subject indicated)
  - b) Postage (include receipts)
  - c) Photocopying (include receipts)
  - d) Miscellaneous office supplies (include receipts)
14. Send copies of any documents or reports generated, with the exception of the reporting specified in paragraph 8, with dates, to the NPGA Business Manager (if possible on computer disk).
15. All chairs will prepare a Policy and Procedures document which includes hardcopy and computer directives, forms, and other relevant material used in the execution of their duties and responsibilities. These Policy and Procedures documents shall be submitted to the appropriate supervisory official, with copies to the Central Office, in either paper or electronic form. The supervisors who hold these documents shall make them available to Board members at Board meetings and at other times upon request. (08-11, 08-21)

