

NAHMA Committee Chair, Vice Chair, and Staff Liaison Responsibilities

Chair: The responsibilities of a NAHMA Committee Chair are to set goals in accordance with the strategic plan and vision for NAHMA. The Committee Chair, in consultation with the Vice Chair, NAHMA staff liaison and other committee members, sets the agenda and presides over committee meetings.

The Chair is responsible for ensuring that the mission of the committee is completed with the NAHMA staff and other authorized support. It is the Chair's responsibility to make sure that minutes from each committee meeting are submitted to the NAHMA office in a timely manner. The Chair also reports to the Executive Council at regularly scheduled meetings of the association regarding the activities of the committee. The Chair, working with their staff liaison, should work to make sure that other relevant NAHMA committees, such as the Budget and Finance Committee, and the Board of Directors are informed of the committee's activities.

The Chair also works with their staff liaison to schedule and conduct committee meetings and other related activities in between regularly scheduled NAHMA meetings.

The Chair works with their staff liaison to ensure that the committee's activities are in agreement with NAHMA's policies and procedures and that its activities are within the scope and parameters of the association's approved budget.

The committee's activities should be known to the Budget and Finance Committee when they prepare the association's budget in the summer of the previous year. Committee activities may not take place until the Budget and Finance Committee, Board of Directors and Executive Council have approved such actions. Similarly any non-monetary resolutions or recommendations passed by the committee must be relayed by the Committee Chair or staff liaison to any pertinent NAHMA Policy Committee and the Board of Directors for further review and approval as needed.

As the committee decides upon activities to implement, the Chair is responsible for keeping the NAHMA staff liaison assigned to this committee informed of these activities. NAHMA staff will assist in implementing those activities of the committee that have been authorized for execution.

Vice Chair: The responsibilities for Vice Chair are to preside over committee meetings and report on committee activities in the absence of the committee Chair and to assist the Chair in fulfilling the objectives of the committee. The Vice Chair's responsibilities are as assigned by the Chair. It is the Vice Chair's responsibility to record minutes of all committee meetings and to forward a copy of the minutes to the Chair for reporting to the Executive Council.

NAHMA Staff Liaison: Individual NAHMA staff are assigned to each committee and are to work with the committee volunteer leadership and other committee members, as assigned, to carry out the mission of the committee. Staff will ensure that agendas, minutes and other

committee materials are submitted and made available to committee members on a timely basis. Staff is not permitted to record the minutes of a meeting or conference call.

Staff will present any requests from the volunteer leadership for conference calls, research or advocacy to the NAHMA President and Executive Director for approval.