

## THE ROLE OF A COMMITTEE CHAIR

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1. Sets the agenda (with the staff representative if there is one)
2. Sets meeting dates
3. Starts meetings on time
4. Makes sure someone is taking notes
5. Comes with an open mind, not a fixed solution
6. Sets the tone
7. Reiterates the purpose
8. States the issue at hand and some of the questions it brings up before opening up for discussion
9. Makes sure that problems are defined before people jump to generating solutions
10. Keeps meetings on track and focused on the topic
11. Brings the quieter members into the discussion
12. Doesn't let a single person monopolize the discussion
13. Makes sure disagreements are focused on issues not personalities
14. Summarizes frequently
15. Strives for consensus
16. Sits in on sub-committee meetings where possible
17. Holds committee members accountable
18. Reports back to the board chair
19. Sees that the committee report for the board is properly filed in a timely manner
20. Builds leadership for the future

