

Community Health Services Job Description for Committee Chair Person

Committee Name:

Function:

- Chairperson shall be responsible for guiding the work of the Committee and for facilitating the Committee's charge from the Board of Directors. The Chairperson shall assure the Board that the duties and time lines of the Committee are fulfilled and met as agreed.

Accountability:

- The Chairperson is appointed by the Board President with the advice of the Board, except the Finance Committee which is chaired by the Treasurer.
- The Chairperson is accountable to the Board President and Board of Directors.

Composition and Term of Service:

- The term of service will be one year, with opportunities for serving additional terms if warranted.

Responsibilities:

- Recruit and appoint Committee members to ensure the Committee is comprised of individuals with the expertise necessary to achieve the Committee goals.
- Facilitate the Committee in creating a plan for achieving the Committee's charge.
- Maintain an active Committee schedule and report regularly to the Board with progress reports.
- Conduct meetings of the Committee, and lead the activities of the Committee.
- Facilitate the setting of Committee goals, so deadlines for work can be met.
- Evaluate, with Committee members, the work and functioning of the Committee.

Qualifications:

- Thorough understanding and knowledge of Community Health Services (CHS) activities and programs.
- Commitment to the mission and needs of CHS.