

# **GBTA | WISCONSIN**

## **COMMITTEE RESPONSIBILITIES**

### **Committee Chairperson Responsibilities:**

1. Coordinate the activities of the assigned committee to ensure the cohesive and integrated delivery of the committee's responsibility.
2. Review and approve communications prior to submission to the newsletter.
3. Ensure activities of the Committee are delivered within established budgets except where cost overruns have been approved by the BOD.
4. Monitor plans of each committee to ensure they are meeting the goals established.
5. Review proposed expenses and ensure that expenses are reasonable and necessary.
6. Report Committee activities *in writing* to the BOD Officer responsible for the Committee each month 1 week prior to the Leadership Team meeting
7. Maintain overall ownership for the success of your committee.
8. Be the front-line point person for communication to/from your committee members.
9. Recruit committee members.
10. Issue committee meeting notices and minutes to committee members, and Board Liaison.
11. Write newsletter update articles and submit them to the BOD Officer responsible for the Committee for review.
12. Provide monthly updates to the chapter website.
13. Request expense approval prior to incurring any costs.
14. Maintain annually an updated detailed SOP task list, including targeted due dates, and the names of the task force members responsible for each task. This should be submitted to the Board by the October meeting.
15. Committee members DO NOT have the authority to incur expenses without the approval of the board of directors' liaison if they are outside of budgeted items.