

**COMMITTEE CHAIRS**  
**DUTIES AND RESPONSIBILITIES**

Committee Chairs will:

- familiarize themselves with the ANJEE Constitution and By-laws;
- familiarize themselves with the ANJEE Strategic Plan;
- familiarize themselves with the *ANJEE Handbook*;
- plan committee activities according to goals and recommendations of the above documents;
- recruit committee members;
- keep an updated list of their committee members, including address, phone, email, fax etc;
- forward updated lists of members to the Vice President by February 14.
- be responsible for contacting new committee members to welcome them to the committee;
- coordinate and chair all their committee meetings, including setting agendas for meetings, informing all committee members of meetings, arranging for minutes to be taken and arranging for minutes to be sent to their committee members, ANJEE President, Recording Secretary and the Chair of the Planning Committee;
- mentor potential future chairpersons;
- submit Year-end Reports of their committee's activities (identifying accomplishments and activities which relate to the Strategic Plan) to the immediate Past-president at the Annual Conference each year (so activities can be recorded in Annual Report);
- prepare a fully detailed projected budget for discussion in committee at the Annual Retreat (First Sat/weekend in March);
- with their committee, prepare an Implementation Plan including goals, objectives, tasks (what, how, who), target dates, budget based on the outcomes of the business meetings at the Annual Retreat; and,
- submit the Implementation Plan to the President by March 30<sup>th</sup>.