Committee Co-chair Job Description

Responsibilities

1. Professionally represents ASFPM and committee
2. Participates in committee co-chair activities throughout the year:
   a. Attend Committee Retreat in August or September (one travel seat paid by ASFPM HQ)
   b. Submit reports to board (via HQ twice annually before conference and retreat)
   c. Participate in quarterly committee co-chair calls with all committees, vice chair, and Pod facilitators
   d. Participate in Board calls/meetings as appropriate
   e. Author newsletter articles relevant to committee “hot topics” or activities
   f. Plan member engagement activities sponsored by the committee – lunch ‘n learns, outreach, workshops, webinars, whitepapers, conference events/meetings, referral list/office hours
3. Participates in committee co-chair activities at the annual national conference:
   a. Attend committee co-chair meeting at national conference ~ usually May or June
   b. Facilitate committee meetings at national conference ~ usually May or June
   c. Facilitate/sponsor Early Bird session at national conference ~ usually May or June
4. Oversees committee goals and tasks:
   a. Cross communicates between board and committee on issues/tasks
   b. Determine committee goals and objectives from ASFPM Board Goals & Objectives
   c. Engage committee members using surveys to determine level of interest and work plan task priority
   d. Maintain task list with deadlines and assigned responsibility
   e. Vets any committee products/communications/projects for general distribution to membership with ASFPM HQ prior to announcing in order to ensure compliance with bylaws, policy and “official” ASFPM position
5. Grows regular communication with members:
   a. Maintain a list of committed committee members (generally a small list). ASFPM’s database includes every ASFPM member who signed up for inclusion and information on your committee. ASFPM will NOT share that list with anyone, including committee co-chairs, to respect member privacy.
   b. Recruit new members to the committee
   c. Monitor and maintain committee information on committee webpage. Notify our web designer of needed updates/changes
6. Facilitate regularly scheduled committee calls/meetings:
   a. Determine regular schedule for calls/meetings
b. Coordinate logistics of call/meeting setup (call in number, web meeting link, etc.)
c. Solicit and set agenda items
d. Make conf. call email arrangements with PIO (Michele)
e. Sends committee members meeting request invites for calls/meeting via PIO through Constant Contact
f. Identify committee member to take notes during calls/meetings (always same person)
g. Keep committee members on task within the purview of the committee and on set agenda items, allowing for discussion of “new business” at end of call
h. Delegate and oversee completion of committee tasks rather than take action on the task
i. Maintain records/notes (or delegate) of committee’s activities and progress
j. Follow up with members on assigned tasks, send reminders as needed
Expectations/Qualifications

- Conduct self in an ethical and professional manner, lead by example
- Practices proactive approach to current events in the industry pertaining to committee’s focus
- Willingness to network and recruit new members to the committee
- Availability for regularly scheduled 1-hour calls/meetings (monthly, bi-monthly, quarterly, etc.)
- Availability to participate in board calls/meetings
- Ability to work collaboratively with co-chair to promote and engage in committee activities
- Willingness to work with co-chair to equitably divide co-chair workload
- Ability to communicate and facilitate lively discussion while keeping group on task to accomplish goals
- Author regular newsletter articles pertaining to committee’s focus and activities
- Fills role of Subject Matter Expert (as collective committee) as appropriate to support the association and board
- Responsible for maintaining committee meeting minutes – recording and filing with HQ
- Ability to maintain and electronically communicate with committee members you’re your short contact list
- Willingness to delegate tasks to committee members
- Willingness to oversee task assignment, completion and reminders
- Willingness to advocate and educate board on topics within the purview of the committee
- Ability to manage time effectively to plan calls/meetings in advance, prepare agendas and oversee task completion
- Ability to work with board’s strategic plan to select appropriate committee activities to support board objectives
- Demonstrates collaborative approach to committee tasks and interaction with association board

Resources

- Free conference – Conference Call System. Contact PIO for your number, access code and PIN
- ZOOM Webinar Software – web meetings/webinars. Contact PIO for information
- SurveyMonkey – surveys – committee / members / CFMs, etc.
- Sharepoint – virtual file sharing & collaboration
- Newsletters – announcements, prof. development, hot topics
- Other Calls/Web Meetings – share information with other audiences (chapters, states, other committees)
- ASFPM website – general committee information, events, etc.
- ASFPM HQ – ASFPM resources, past survey data, technical support, etc.
- Expense Reimbursement - for attendance of one co-chair at the annual retreat (airfare, meals, transportation, room). Co-chairs are responsible for funding their attendance at the annual national conference.