

Roles and Responsibilities for Committee Chairs

Introduction

Thank you for agreeing to chair an ASA committee. The success of the ASA depends in large part on the ideas, activities and decisions of its committees, and the diligent efforts of committee chairs and members. Past experience indicates that a committee's contribution is directly related to the direction provided by the chair, and so your leadership is critical. The following suggestions will guide you in this role.

Responsibilities of a Committee Chair

Before the calendar year begins:

- the chair appoints a vice chair, if applicable, from among the members of the committee.
- the chair is asked by the incoming ASA president-elect or vice president to recommend individuals who will serve on the committee in the year following the calendar year. The final selections and appointments of these individuals as new or reappointed members are made by the president-elect, but careful and thoughtful recommendations from chairs are influential in the decision. All members appointed to ASA committees must be current members of the ASA (with exceptions granted to some committees by the Leadership Support Council).

During the calendar year:

- the chair plans committee goals and activities in line with the charge approved by the Board of Directors for the committee.
- the chair holds conference calls and organizes a face-to-face meeting of the committee at JSM, as needed.
- the chair participates in meetings of the committee council to which the committee is assigned.
- prior to the annual report presented by the committee council to the ASA Board of Directors, the chair provides the council with a summary of activities during the past year, plans for the coming year, as well as any concerns or problems.
- The ASA staff liaison will submit a budget for each committee to cover a face-to-face meeting at the JSM (room, food and beverage costs), monthly conference calls and other minor costs related to routine functioning of the committee, such as postage and copying costs. The ASA will not budget program-related expenditures unless requested and only in rare circumstances. Examples include JSM receptions, costs for travel other than the annual committee meeting, survey costs, printing of brochures and booklets). Please contact [Steve Porzio](#) by April 30 if you wish to submit a special request.
- The chair is encouraged to use the ASA "[My Communities](#)" website to communicate with the committee members. Each committee has its own community site which can be used to send and receive e-mails and to post shared documents. This website can also function as an archival area for committee activities and meeting minutes.
- The chair, in collaboration with the LSC JSM representative, solicits proposals from members for JSM sessions that the committee might decide to organize.
- The chair encourages active participation of all committee members. The chair provides orientation for incoming

members by explaining the work involved and by inviting them to attend meetings prior to the start of their terms. If there are problems with inactive members, the chair should consult with the council vice chair.

The committee will periodically review whether it should continue to exist, and at least once every seven years. During this review, the committee can propose changes in the charge or composition. The question of whether to reauthorize the committee (as well as any proposed changes to its charge or composition) is then reviewed by the committee council and the Leadership Support Council, which recommends appropriate action to the Board.

When a chair's term is coming to an end, the chair should encourage the incoming chair to begin early in planning the next year's activities. The chair should invite the incoming chair to attend conference calls and the committee meeting at JSM, and to participate in the early appointment of a vice chair. Both the chair and the incoming chair will be asked for recommendations concerning appointments to be made by the incoming president-elect.

Services Provided by the ASA Office

The ASA office assigns a staff liaison to each committee. This person will help to facilitate committee functions and will provide logistical support for committee meetings. The staff liaison will email information to committee members at the chair's request, set up conference calls, and provide logistical support for committee meetings.

The staff liaison can direct the chair to the appropriate person within the ASA in situations involving questions about ASA policy or for help that the liaison cannot provide. Also, chairs can always contact the Executive Director with questions or concerns.