



## Standing Committee Guidelines

### Responsibilities of committee chairs

1. Work to further the goals and objectives of the association
2. Plan and/or assist in preparations for all your committee meetings
  - a. Establish meeting agenda with MCSBA program director
  - b. Preside over committee meetings
    - i. Approve agenda, minutes, etc.
    - ii. Encourage committee members to share information learned with their Board members
3. Share updates of committee work at home district school board meetings
4. Consider implementing sub-committees to accomplish tasks when necessary
5. Attend Steering Committee meetings (4 per year)
  - a. Provide a summary of standing committee work
  - b. Vote as necessary
  - c. Share updates with Standing committee members when appropriate
6. Attend Executive Committee meetings when asked (4 per year)
  - a. Provide a summary of standing committee work
  - b. Vote as necessary
  - c. Share updates with standing committee members when appropriate