



Guidelines

Standing Committee Chairs

Responsibilities of Committee Chairs

- * Vote and/or help other MCSBA leaders make informed decisions.
 - Standing committee chairs are voting members of the Steering Committee.
 - Standing committee chairs attend the Executive Committee only as needed.
 - Chairs report committee activities at Steering Committee meetings and gather input to take back to their committees.

- * Work to further the goals and objectives of MCSBA.

- * With your committee members approve annual committee goals and objectives.

- * Approve agendas and plans for all regular meetings of your committee.
 - The assistant to the executive director will develop a draft agenda (based on previous agendas and goals established by the committee) for your review a week prior to the mailing date for the meeting's information packet. These packets are mailed or emailed two weeks prior to the scheduled meeting.

Suggestions for Standing Committee Chairs

- * Review suggestions from last year's standing committee as well as last year's end-of-year recommendations.

- * Survey the MCSBA and/or committee membership regarding topics to discuss during committee events. Staff will make arrangements and contact speakers.

- * Consider using sub-committees to accomplish tasks, to develop and broaden the leadership abilities of committee members.

- * Strongly urge committee members to report to their own boards about the committee.

- * Stress to committee members the importance of notifying the office about attendance at upcoming meetings.