



NACCHO Committee, Workgroup and Standing Committees

RESPONSIBILITIES AND EXPECTATIONS FOR CHAIRS AND LIAISONS

October 2008

Revised: October 2010*

Committee Chairs

Committee chairs are asked to do the following during the year:

- Ensure that the committee has a clear mission or purpose statement and a workplan and/or set of objectives for the year.
- Facilitate conference calls and/or face-to-face meetings of the committee.
- Ensure that the work of the advisory group is connected with the strategic plan
- Request action of the board and/or Executive Committee when significant changes in direction or policy are needed.
- Make recommendations to NACCHO president/president-elect regarding appointment of members and representation on external advisory groups and organizations.
- Attend the Leadership Conference to represent the input of the committee in the development of the strategic plan.
- Make recommendations to the board regarding the formation of a workgroup and ensure its linkage with strategic plan.
- Identify gaps not being covered by workgroups.

Committee chairs also lend support and input to staff related to the following activities:

- Plan in-person meetings and conference calls as needed.
- Serve as the contact to the committee for both internal and external inquiries and requests.
- Provide background materials to prepare members for meetings.
- Develop an agenda for all meetings and conference calls.
- Serve as a resource to the committee as questions arise.
- Provide members with adequate information to complete specific tasks.
- Coordinate the activities of liaisons and others representing NACCHO externally.
- Identify the resource needs of the committee and advocate for their inclusion in the NACCHO budgeting process.
- Ensure representation of advisory group at board meetings when necessary.
- Ensure that a written and/or oral report of advisory group activities is provided to the Board as requested.
- Help with coordination of activities across workgroups.

*Revised to align with NACCHO's new strategic map adopted by the Board of Director in July 2009 [these revisions are pending Board approval].

Workgroup Chairs

Workgroup chairs are asked to do the following during the year:

- Ensure that the workgroup has a clear mission or purpose statement and a workplan and/or set of objectives for the year.
- Facilitate conference calls and/or face-to-face meetings of the workgroup.
- Ensure that the work of the advisory group is connected with the Strategic Plan.
- Request action of the board and/or Executive Committee when significant changes in direction or policy are needed. and
- Make recommendations to NACCHO president/president-elect regarding reappointment of members and representation on external advisory groups and organizations.

Workgroup chairs also lend support and input to staff related to the following activities:

- Plan in-person meetings and conference calls as needed.
- Serve as the contact to the workgroup for both internal and external inquiries and requests.
- Provide background materials to prepare members for meetings.
- Develop an agenda for all meetings and conference calls.
- Serve as a resource to the workgroup as questions arise.
- Provide members with adequate information to complete specific tasks.
- Identify the resource needs of the workgroup and advocate for their inclusion in the NACCHO budgeting process.
- Ensure representation of advisory group at board meetings when necessary. and
- Ensure that a written and/or oral report of advisory group activities is provided to the board as requested.

Standing Committee Chairs

Standing Committee chairs are asked to do the following during the year:

- Ensure that the committee has a clear mission or purpose statement and a workplan and/or set of objectives for the year.
- Facilitate the conference calls and/or face-to-face meetings of the committee.
- Request action of the board and/or Executive Committee when significant changes in direction or policy are needed.
- Make recommendations to NACCHO president/president-elect regarding appointment of members and representation on external advisory groups and organizations.
- Attend the Leadership Conference to represent the input of the committee in the development of the strategic plan

Standing Committee chairs also lend support and input to staff related to the following activities:

- Plan in-person meetings and conference calls as needed.
- Serve as the contact to the committee for inquiries and requests.
- Provide background materials to prepare members for meetings.
- Develop an agenda for all meetings and conference calls.

- Serve as a resource to the committee as questions arise.
- Provide members with adequate information to complete specific tasks.
- Identify the resource needs of the committee and advocate for their inclusion in the NACCHO budgeting process.
- Ensure representation of advisory group at board meetings when necessary.
- Ensure that a written and/or oral report of advisory group activities is provided to the board as requested.

Workgroup Liaisons

Workgroup liaisons to committees are asked to do the following during the year:

- Ensure that the work of the advisory group is connected with the strategic plan.
- Serve as a resource to the committee or workgroup.
- Update the committees with the activities of the workgroup.
- Identify gaps not being covered by workgroups.
- Help with coordination of activities across workgroups.

Board Liaisons

Liaisons from the committees to the board are asked to do the following during the year:

- Ensure representation of advisory group at board meetings when necessary.
- Ensure that a written and/or oral report of advisory group activities is provided to the board as requested.
- Make recommendations to the board regarding the formation of a workgroup and ensure its linkage with strategic plan.