**Committee Roles & Responsibilities**

**Committee Chair**

* Work with committee staff to establish an action plan to accomplish annual committee goals. Such plans could include; meeting schedules, timelines, strategies, action steps, and assignments for getting committee work accomplished.
* Lead committee meetings.
* Provide leadership and direction to committee members.

**Committee Member**

* Attend committee meetings.
* Prepare for meetings by reading agenda and accompanying materials.
* Support the action and efforts of the committee overall.

**Committee Staff**

* Work with committee chair to establish meeting schedules and send out meeting requests to committee.
* Work with committee chair to create agendas and send out to committee.
* Provide any needed documentation to support agenda items.
* Take minutes unless otherwise directed.
* During first committee meeting, review roles & responsibilities, review committee charge and staff support role.
* Maintain files that support committee work.
* If committee uses online community, keep source updated.
* If needed, set up logistics for in-person meetings.