



MPI-CAC Leadership Guide

PART II ROLE OF COMMITTEE CHAIR/VICE CHAIR

Each committee will have a chair, co-chairs or vice chair. The chair is appointed by the Board Liaison or President of the Chapter.

The chair is responsible for the following:

1. Establish meeting dates, times and locations. Committees should meet on a monthly basis.
2. Works with committee members and Board Liaison to establish goals and budget for the committee based on the **MPI-CAC Business Plan**.
3. Adheres to budget approved by Board of Directors
4. Submits monthly Board report to their assigned Board Liaison by established deadline.
5. Ensures committee completes its goals and action plan based on the **MPI-CAC Business Plan**.
6. **Identifies potential candidates for succeeding Chair position.**
7. Solicits new committee members by attending member meetings and receptions and networking with chapter members. ***All new Committee members need to have contact information sent to the Director of Leadership. Committee members MUST be active with MPI-CAC.***

When in doubt, talk with your Board Liaison first, then the Director of Leadership if you have concerns regarding your volunteers (Chairs or Committee members)