

The role of a Committee Chair

Congratulations on being appointed as a committee chair in your club. It's a big responsibility and you are going to be awesome! Working with your committee, you will help your club in important ways. Committees were created to help the club with particular areas of club work. They do tasks that need to be done to accomplish their goals. As a chair (or co-chair), you will lead your committee! Here's what it means to lead a committee.

Chair responsibilities

- Run committee meetings.
- Appoint task leaders (such as a photographer, reporter or artist) based on members' skills and interests.
- Assign tasks to members and keep track of their progress toward completing the tasks and achieving committee goals.
- Get to know and serve committee members.

Which one is your committee?

- **Service Project Committee** organizes specific tasks for service projects. The advisor, officers and chair should be clear about which tasks this committee is responsible for and which service tasks the whole club will do.
- **Marketing Committee** informs the school and community about the club's service projects and causes, the club's accomplishments, and ways students and adults can support the club.
- **Recruitment Committee** "spreads the word" about the club at the school (or in the organization) to interest students in joining as members.
- **Fundraising Committee** organizes specific tasks for club fundraising. The advisor, officers and chair should be clear about which tasks this committee is responsible for and which fundraising tasks the whole club will do.
- **Awards & Contests Committee** keeps track of the K-Kids award and contest deadlines and helps members, officers and advisors with submissions for individual or club awards.
- **Community Partnerships Committee** assists the club with connecting to organizations and places in the community where the club may do service, raise donations and more.
- **Other** _____

Make committee meetings awesome!

Here's how to make sure committee meetings are fun, all members have things to do, and tasks get done:

- Help members feel welcome and have them work with others so they get to know each other.
- Try to make sure that all members are assigned tasks that use their skills or that they like to do.
- Use a meeting agenda to keep meetings organized and meaningful. You'll get more done!
- Keep track of tasks that your committee is expected to complete for the club. Make copies of the Committee Task List (below) and use it to keep track of your committee's progress!
- Report back to the advisor and club president on the progress of tasks assigned to your committee.

Committee Task List

Use the sample meeting agenda below to write down what will happen at the next club meeting.

TASK	MEMBER RESPONSIBLE	DEADLINE	NOTES ON PROGRESS