**Communities In Schools of XXXX County**

**Board Job Description – Committee Chair**

* Set direction for the committee work, schedules and leads committee meetings
* Ensure that committee members have the information they need to do their jobs
* Suggest non-board members for committee membership
* Oversee the logistics of committee operations
* Assign work to the committee members, sets the agenda and monitors committee progress
* Ensure distribution of meeting notes to committee members
* Report back to the Board Chair and Executive Director on committee activities
* May serve on the Executive Committee
* Report to the full board quarterly on committee decisions/recommendations