



---

---

*NANOS COMMITTEE CHAIR MANUAL*

---

---

## **COMMITTEE CHAIR EXPECTATIONS**

### **Committee Chair Charges**

- Establish a plan to execute each task for their Committee that is assigned by the President, including informing the President or their Organizational Arm Officer Liaison of any special resources required to fulfill the tasks (financial or otherwise - see Committee Budget, below). This plan should include the principal Committee member assigned each task (if not the Chair), the metric that would be applied to assess completion of the task, and the timeline for completing the task. It may include a request to establish a Subcommittee(s).
- Communicate the assignments of all Committee members and ensure they understand.
- Coordinate and cooperate with any related Committees; don't work in a silo.
- Submit bi-annual reports and other reports to the Board and Executive Office as requested.
- Monitor and evaluate the performance of Committee members (do they attend, do they follow through, etc.). Please report in a timely manner any Committee member who is not attending to their assignments.
- Make sure your Arm Officer Liaison is aware of the Committee's finalized charges and specifically committed resources.

### **Committee Meetings**

- Conduct an organizational meeting as soon as the President and Chair have agreed on the Committee charges.
- Meet with Committee members via listserv correspondence by phone. Conference call scheduling is available through the NANOS Executive Office.
- Utilize the Committee list serve for Committee discussion.
- Ask the Officer Arm Liaison to clarify any issues about current year charges and performance expectations for your Committee if you have questions.
- Prepare an agenda and distribute it in advance of the meeting to Committee members. It is desirable that the agenda be distributed at the time when the meeting notice is sent. In formulating the agenda, be sure that members giving reports plan to be in attendance.
- Maintain attendance records for all meetings.

## **Minutes**

- When Executive Office staff is not available, the Chair will act as “secretary” to prepare the minutes. The minutes should be completed no later than 10 days after the meeting.
- The final version of the minutes should be sent to the Committee via the listserv and to Toma Ossian of the Executive Office at [info@nanosweb.org](mailto:info@nanosweb.org).
- As Chair of the Committee, you may want to maintain specific notes to be passed on to your successor.

## **Correspondence**

- A copy of all reports and official Committee correspondence (outside of internal Committee correspondence) should be approved by the Executive Office.
- The Committee does not have authority to use Organization letterhead without explicit approval.

## **Communication**

- Maintain contact and keep the Officer Arm Liaison informed about the work of the Committee and any special matters of interest.
- Respond to all correspondence from the Organization in a timely fashion.
- Help identify future leaders.
- Report any difficulties, needs, etc. to the Executive Office and Officer Arm Liaison.
- Notify President when a member of the Committee wants to rotate off or if the Chair requests dismissal/replacement of a member due to lack of interest or involvement.

## **Committee Budget**

- If funds will be needed, prepare a written, detailed budget request for consideration by September 1; budget requests should be submitted to the Executive Director and the Organizational Arm Officer for action to take place on the proposed expense.
- Similarly, if the Committee plans to generate funds through their efforts, coordinate that with the Board via the Organizational Arm Officer.
- All proposed expenditures or commitment of Organization funds must have Board approval.

## **Attendance at Board Meetings**

- Be prepared to make a written report to the Board upon request or to seek consideration of your Committee’s proposal requiring a vote of action.
- Consult with the Officer Arm Liaison in preparing reports or proposals to the Board of Directors. They can be of assistance.
- Be available to present to the Board at face-to-face or teleconference meetings as necessary. If not available when such participation is requested, arrange with Officer Arm Liaison for a Committee member, preferably the Vice Chair, to stand in.

## **Policies of the Board of Directors**

- Be familiar with Board's governing policies related to communications, Committees and expenditures.
- Seek help from the Officer Arm Liaison or staff on policy interpretations.