



Wisconsin Society
of Association Executives

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2024 WSAE Committee Leader Roles & Responsibilities

Consistent with the association's policy and strategic plan, the **committee chair** guides the committee in its work as outlined by the scope of work and charge from the board of directors and president/CEO.

- Attend and lead committee meetings.
- With staff, develop a work plan that will allow the committee to accomplish its responsibilities effectively and efficiently for the year.
- Develop committee agendas and conduct committee meetings (consult with staff as needed). The chair is responsible for determining when the committee will meet and distributing meeting materials (i.e setting a meeting cadence or polling the members for the best meeting times or sending out the committee agenda or any reports); the staff can assist with scheduling meetings via WSAE's Zoom account and sending out calendar invites to meetings.
- Review or approve reports of committee meetings before their distribution, as needed.
- Work with staff to ensure that the work of the committee is carried out between meetings.
- Write and prepare reports on committee activities including requests to the board of directors for action, as needed or requested.
- Report to the committee on decisions of the board of directors that affect the committee's work or activities.
- Where appropriate, guide the committee in proposing products and services or policy recommendations that will further the goals and objectives of the association.
- Be the emcee (or designate a member of the committee) for the event/program (only applicable for Education Programming subcommittees).
- Attend the WSAE Summer Board Meeting and represent your committee by sharing updates with the board (as invited/requested. Travel to attend/participate in the meeting will be your own financial responsibility if in person. Meeting is typically held in conjunction with the Live@ event).

The primary role of the **board liaison** should be a communication link between the board and the committee.

- Report to the committee chair on decisions of the board of directors that affect the committee's work or activities (such as changes in board strategy, a new strategic plan, etc), or make requests for reports/updates from the board of directors as needed. This can be achieved by period check-in calls/emails with the committee chair.
- Facilitate communication of committee activities and updates between the board of directors and the committee chair (or whole committee, as appropriate)
- Reinforce committee charge and ensure the committee aligns with the mission, vision, and strategic plan of WSAE