SWPA Committee Member Position Description

SWPA committee members are an essential part of SWPA. Committee members help SWPA meet strategic goals while providing support and expertise to carry out SWPA outreach events, activities, etc.

- **Reports to:** SWPA Subcommittee Chair
- **Time Commitment:** 1-2 hours per month (including monthly meeting attendance, subcommittee work, etc.)
- **Term Length:** One (1) year, with option to serve multiple terms

Note: All committee members must be active, dues-paying members of SWPA and ASPA throughout their term.

Responsibilities

- Serve as an *active* member of the committee
- Attend (at minimum) two of the regular committee meetings each year
    - Provide prior notice to the subcommittee chair about missing upcoming meetings. ***Note: Missing two consecutive meetings without notice may result in removal from the committee.***
- Complete assigned subcommittee tasks on time and professionally.
- Review subcommittee materials in advance (as provided)
- Actively participate in discussions and the decision-making process
- Maintain confidentiality and follow SWPA bylaws around governance
- Support the mission of SWPA

Qualifications

- Active, dues paying SWPA and ASPA member
- Commitment to SWPA's mission and values
- Strong interpersonal and communication skills

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