SWPA Committees/Subcommittee Chair Position Description

SWPA committees/subcommittees help SWPA meet strategic goals while providing support and expertise to carry out SWPA outreach events, activities, etc. Committee/subcommittee chairs provide direction and leadership for their assigned committee/subcommittee and support both their committee/subcommittee members and the SWPA Executive Committee in completing the work of SWPA. Committee/subcommittee chairs facilitate monthly meetings, ensure the work of their committee/subcommittee are completed, and communicate with the SWPA Executive Committee and SWPA Board monthly.

- **Reports to:** SWPA Executive Committee & SWPA Board
- **Time Commitment:** 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

- Lead monthly committee/subcommittee meetings.
- Determine direction of the committee/subcommittee under the guidance of the executive committee and board.
- Create and organize committee/subcommittee documentation including, but not limited to:
    - Meeting agendas
    - Meeting minutes
    - Process documents
- Serve as an *active*, non-voting member of the Board
    - Activity is defined as:
        - Attend (at minimum) two of the regular board meetings each year

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        - Provide prior notice to the SWPA chair about missing upcoming meetings. ***Note: Missing two consecutive meetings without notice may result in removal from the committee and attached leadership role.***
- Complete assigned committee/subcommittee tasks on time and professionally.
- Actively participate in discussions and the decision-making process.
- Maintain confidentiality and follow SWPA bylaws around governance.
    - Ensure all committee/subcommittee members adhere to SWPA governance rules and standards.
- Support the mission of SWPA.

Qualifications

- Active, dues paying SWPA and ASPA member
- Commitment to SWPA's mission and values
- Demonstrated leadership and facilitation skills
- Strong collaboration and interpersonal skills
- Strong organizational abilities
- Prior experience within the specific subcommittee is preferred, but not required.

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