

**Council and Committee Chair
Position Description
April 2022**

Title: Council Chair
Committee Chair

Bylaws:

Standing Councils shall be created by and shall report to the Board of Directors. Such councils shall advise and aid the Board of Directors in all matters designated by the Board of Directors. The Organization supports seven (7) Standing Councils: Education Council, Executive Council, Finance Council, Advocacy Council, Communications Council, Membership Council, and Elections Council. Each Council shall follow the Organization's Policies and Procedures Manual when conducting business. For the purposes of these Bylaws, these councils shall have the same purpose as committees imposed by the Code of Alabama 2010, §10A-3-2.12 or any other provision of the Alabama nonprofit statutes.

These councils shall serve the Organization only in an advisory capacity and none of these councils, other than the Executive Council, shall have any authority of the Board of Directors.

Committees shall be formed by the Board of Directors to support the work of the Standing Councils to achieve the Association's long-term goals. The president shall elect the chairs of the committees. The Organization's Policies and Procedures Manual shall outline the charges and composition of each formed committee. The committees shall advise and aid the appropriate Standing Council of all matters designated by the Board of Directors, subject to the restrictions imposed by Code of Alabama 2010, §10A-3-2.12. Each Committee shall follow the Organization's Policies and Procedures Manual when conducting business.

These committees shall serve the Organization only in an advisory capacity and none of these committees shall have any authority of the Board of Directors.

Purpose:

Council and Committee Chairs facilitate the work of the organization as decided upon by the Board of Directors and/or membership.

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Key Responsibilities:

The Chair will ensure the following responsibilities are completed:

1. Chairs Should:
 - Select members
 - Ensure any changes in membership of the council or committee are appropriately communicated by staff
 - Prepare a plan of work for the coming year
 - Operate within the approved annual operating budget
 - Monitor the program of work and expenditures
 - Notify the staff liaison regarding additional, needed expenditures for communication to the board of directors
 - Serve a one-year term, renewable twice
 - Attend all conference calls and meetings

2. Facilitate the Work:
 - Plan meetings and agenda
 - Lead meetings
 - Assign tasks to members
 - Maintain records and relevant information
 - Move members toward participation and decision making
 - Monitor progress
 - Resolve conflicts among members
 - Arrange for the council/committee to evaluate its work at the end of each program year — or at the completion of its task

3. Communicate with the Board of Directors
 - Accept and support the council/committee's charges
 - Serve as the liaison between the council and the chief executive officer, the board president, and the full board
 - Ensure that appropriate reports are submitted to the board, and keep the board of directors and chief executive officer informed about progress
 - Evaluate council/committee efforts and communicate accomplishments to leadership and membership as appropriate
 - Report to the board quarterly on progress of projects

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Appointed By:

The President of the Board of Directors

Length of Term:

The term of office of all chairs shall be a one-year term, renewable twice.

Time Commitment:

Negotiable to meet the requirements of the organization (see individual council and committee charges for more detail)

Reports To:

Board Liaison and quarterly to the Board of Directors

Support:

Staff Liaison and Chief Executive Officer

Qualifications:

- A chair may not be a designated representative of two organizations that have a conflict of interest.
- A chair may not serve on the board of another organization whose primary or secondary activity is related to the activities of AAOE without prior approval of a majority of the board.
- A commitment to AAOE and its values; an understanding of AAOE's objectives, organization, and services; and the responsibilities and relationship of paid staff and volunteer members
- Knowledge of and influence in the community
- Ability to understand concepts and articulate ideas

Budget Support:

Travel as appropriate.