



ACA Position Description

COMMITTEE CHAIR

1. Reports to the ACA Board on Committee's decisions/recommendations.
2. Is able to commit a minimum of 8-10 hours per month to the position.
3. Ensures that members have the information needed to do their jobs.
4. Oversees the logistics of the Committee's operations.
5. Works closely with the Executive Directors and/or other staff as required.
6. Assigns work to the Committee members, sets the agenda and runs the meetings, and ensures distribution of meeting summary to the Board liaison.
7. Recruits Committee members when necessary.
8. Attends, at the invitation of the Board, ACA Leadership Team meetings such as the Planning and Priorities meetings.
9. Coordinates preparation of Committee's AGM report.
10. Identifies Committee recommendations and reports them to the Board.
11. Initiates and leads the Committee's annual evaluation.
12. Is aware of and avoids any conflicts of interest.
13. Is an ACA member in good standing.

COMMITTEE MEMBER

1. Reports to the Committee Chair.
2. Participates in committee meetings and conference calls or provides reasons for absence.
3. Participates actively in committee discussion and work projects.
4. Submits tasks / project contributions in advance of deadlines; advises Chair of any delays.
5. Advises Chair of any information needed to do their tasks.
6. Reports to the Committee Chair.
7. Works closely with the Executive Director and/or other staff as required.
8. Is aware of and avoids any conflicts of interest.
9. Is an ACA member in good standing.