

Committee Chairs – Responsibilities

1. Educate and train your committee. If you are not doing this, then you **ARE NOT** fulfilling your responsibilities. There must be more than just you who knows how to operate your committee.
2. Update the Committee Chairs tab of the website Annually with your important documents, notes, job responsibility etc... You must do this as a means of disaster recover as well as planning for the future. The NSC will not grow without you communicating.
3. Delegate responsibilities so all Reps understand the ins and outs of your committee. It's ok is they make a mistake as long as they learn from the mistake. Look for a teachable moment to better that person. Also, as you give more responsibility you may need to update that committee members account to increase their security levels. If your committee member is a team lead then they already have the highest level of security and can navigate through the website.
4. Update the website Calendar as necessary throughout the year or assign a committee member to do so.
5. Utilize the Event option of the website to plan in advance and utilize the NSC website technology to make your workload more distributed throughout the year.
6. Upload documents to the website and file into the appropriate folder for Annual separation of documents. Instructions on the "Documents page" of the website
7. Communicate to the Board what is happening with your committee.
8. Prepare for the Annual Budget.
9. Update your Committee members on the Committees tab of the website
10. Update Annually - any Committee documents on the website