

## **Description of Committee Council Chair and Committee Council Representative to the Board**

The committees are an important part of APCDA. They do the work that moves APCDA forward. Without committees, we would need a huge staff to do the work, which we cannot afford.

Committees are ongoing or “standing” groups. Work groups are temporary groups which may be renewed annually if their responsibilities are not complete. Taskforces are groups assigned by the President for the purpose of pursuing an issue which he/she believes needs special attention and lasting one year or less. All three are established for a specific purpose and are responsible for accomplishing their goals each year. They may also have additional responsibilities assigned by the Board. The Journal Editorial Board is a special autonomous group but will also join the Committee Council so it can stay informed about the work of the committees. The word “group” will be used to refer to all four types of groups. Committees should have Co Chairs (one experienced person and one person in training in case the Chair steps down or is unavailable).

The Committee Council consists of the Chairs and Co-Chairs of all of these groups. One member of this body will be elected Committee Council Chair and a second member will be elected as Committee Council Representative to the Board. These two people are expected to attend all Board meetings in addition to all Committee Council meetings.

The responsibilities of the **Committee Council Chair** are:

- Participate in Board meetings and report on the activities of the committees to the Board
- Convene a meeting of the Committee Council at least quarterly. At each meeting, the committees will report their accomplishments, future plans, and concerns to the Committee Council.
- Assure that each group is on track to complete its tasks for the year.
- Discuss special projects which individual groups have adopted and find ways for these projects to be supported by other relevant groups.
- Discuss concerns raised within groups and resolve these concerns or, if necessary, refer them to the Board.

Meetings will be recorded for the benefit of those who are unable to attend in person.

The responsibilities of the **Committee Council Representative to the Board** are:

- Participate in the meetings of the Board and the Committee Council.
- Discuss with the Committee Council Chair which reports and concerns will be shared with the Board.
- Represent the Committee Council at Board meetings if the Committee Council Chair is unavailable.