

NPO Board of Directors

# Roles of Committee Chairs and Staff Liaisons

**What Committee Chairs Do:**

* Chair committee meetings.
* In coordination with the board president, executive director and staff liaison, identify the “work of the board” as it relates to the committee.
* Keep the board president informed about the committee’s progress.
* Keep the Board of Directors informed of what the committee is working on by making oral or written reports at meetings.
* Stay in touch with the staff liaison to see what new developments at NPO may affect the committee.

**What Committee Chairs and Staff Do Together:**

* Determine meeting dates and times.
* Plan meeting agendas.
* Suggest new ways to look at issues and problems.
* Touch base in between meetings regarding concerns.
* Select a vice chair of the committee.

**What Staff Liaisons Do:**

#### *Develop a Relationship with Your Committee Chair*

* Invite committee chair to visit NPO to see how your programs/services “work”, e.g….
* Initiate meetings with committee chair to discuss and set up meeting agendas or to discuss issues. Offer to go to their office to meet if it is more convenient.
* Keep in touch with committee chair in between meetings. Let them know what is happening that may affect your committee. Send relevant information to keep them abreast of what may be happening in their area of interest.
* Ask how the committee chair prefers to hear from you – at home, at work, via phone, fax, email, mail, or in person.
* Praise, smiles, thanks, and kudos go a long way.
* Good staff-board relations are a partnership. The committee will work better when there is a continual dialogue between the chair and staff liaison. Evaluate the committee’s performance from time to time and discuss what the two of you can do together to make it better.