

# **Twin Palms Neighborhood Organization**

## **Committee Chairperson Job Description**

### **Purpose**

The purpose of the TPNO Committee Chairperson's Job Description is to outline the duties and responsibilities of this voluntary position.

1. The committee chairperson has a key role in promoting the recruitment of new members and the retention of current members.
2. Plays a leadership role in communicating and promoting the committee's activities to the Advisory Board, general membership and the community at large.
3. Lead responsibility for scheduling committee meetings, or other methods as needed, to conduct the committee's business.
4. Chair committee meeting according to rules of order adopted by the committee for conducting committee business
5. Assure that minutes of formal committee meetings are kept to include at least the meeting date, attendance roster, agenda items discussed, and any motions requiring a vote of the committee or expenditure of budgeted TPNO funds.
6. Assure that all committee expenditures fall within the approved annual budget for the committee, and submit the necessary documentation to the TPNO Treasurer, or Board chair, to receive reimbursement or to request payment for a committee expense.
7. Present the committee's request for funding for the coming year after appropriate consultation with the committee.
8. Ensure that all members sign the Committee Member Volunteer Sign Up Form before submitting their names to the Advisory Board for confirmation.
9. At the discretion of the committee chair, unconfirmed members who have signed the Committee Member Volunteer Sign Up form may be allowed to vote while awaiting Advisory Board confirmation.
10. Other duties as may be requested by the Advisory Board or from a meeting of the General Membership.