

# Role Descriptions

Chair	Associate Chair	Member	Board Liaison
Schedule meetings in advance; set the agenda; and coordinate with staff liaison to support meeting preparation	Step in when Chair is unavailable; partner with the Chair to set agendas	Attend and actively participate in committee meetings	Facilitates communication between the Board and the designated committee
Facilitate meetings; engage members; and draft quarterly board reports	Take notes during meetings; assist chair with meeting facilitation	Share expertise and network to contribute to committee activities	Ensures that the appointed group operates within the parameters of their charge
Coordinate with committee members to set annual activities; assign project(s) as appropriate and provide the CNS President recommendations for appointment, re-appointment, and disappointment	Follow up with members to actively engage in committee activities  Provide input to the chair during the committee appointment process	Advocate for committee engagement	Ensures that the work of the designated committee stays aligned with the strategic plan