

## Outreach Committee Vice-Chair - Duties and Responsibilities

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### **Purpose**

The key roles of the Vice Chair are to assist the Committee Chair and staff liaison in facilitation, coordination and communication – ensuring that the volunteers and committee members are actively engaged in the achievement of Committee and ISAWWA's work plan. The Vice Chair should also seek to develop an understanding of the overall goals of the committee and ISAWWA and build connections to **prepare him/herself to serve in the Committee Chair role. The RECOMMENDED terms are: two years, with a minimum of one year to a maximum of four years.**

This individual, in collaboration with Section staff and the Committee Chair, actively participates in the work of the Committee, provides thoughtful input to deliberations, focuses on the best interests of ISAWWA and its members (rather than personal or constituent interests), and works toward the accomplishment of committee goals as described in the strategic plan.

### **Specific Duties and Responsibilities**

1. Prepare him/herself to succeed to the Chair position, with guidance from the Chair and other members of the Association.
2. Fulfill the responsibilities of the Chair at meetings, on projects, etc., when the Chair is unavailable.
3. Attend committee meetings (in person and conference calls), generally including ISAWWA's Annual Volunteer Retreat.
  - Committee Meeting 1-2 hrs/month
  - Planning Retreat 8-16 hrs every 2-3 years
  - Committee Projects 1-2 hrs/month
4. Represent the Committee at meetings of other ISAWWA committees as requested.
5. Review relevant material prior to the meetings. Prepares, in advance, to make contributions, facilitate discussions, and voice objective opinions concerning the group's issues and activities.
6. Support the Committee Chair in communicating regularly with members to ensure that volunteer obligations are fulfilled.
7. Support ISAWWA's policy of diversity and inclusion by assisting in the identification and growth of future ISAWWA leaders, including identifying and encouraging a diverse group of applicants to the group and its projects.
8. Respond promptly to correspondence and information requests.
9. Take a leadership role by involving available volunteers in various projects throughout the year.
10. Maintain current membership in ISAWWA during the volunteer term.
11. Accept and complete special assignments as requested.

### **Qualifications and Desired Skills**

Desire to support the goals and objectives of the Committee, Section, and Association.

**Time Commitment**

One hour per month for Committee meetings (phone calls), plus time to review material prior to meetings, more depending on level of involvement with other projects.

**Orientation, Training, and Continued Education Provided**

Ongoing support and training from Section, Association, Board and Committee Chair. Develop leadership, project planning and delegation skills.

**Activity Locations**

Virtual location at your home or office except when Committee or Section has an in-person event.