



Committee Roles & Responsibilities

Board of Directors:

- Determine the overall strategic direction, mission, and goals for AMSECT.
- Determine committee and board liaison assignments per approved policy.
- Create annual goals for each committee via annual budget.
- Create committee charges.

Board Liaison:

- Interpret how the overall goals of AMSECT fit into the specific functions of the committee and ensure role clarity with committee members.
- Communicate the goals of the board of directors and how these fit into the committee objectives. (i.e. what the board wants the committee to accomplish).
- Teach/mentor committee chairs on the scope of their role and responsibilities. Provide specific direction for the committee chair.
- Facilitate transition from previous chair to new chair.
- Meet with new board liaison to review committee status.
- Meet with new committee chair to review committee status.
- Report committee member and chair evaluation performance to AMSECT leadership.
- Bring requests from the committee back to the Board of Directors (if applicable).
- Communicate committee progress to Board of Directors.
- Bring any budgetary requests from the committee and submit (via staff) to the finance committee for consideration.

Committee Chair:

- Work with board liaison/staff liaison/committee to establish an action plan/flow of work to accomplish annual committee goals. Such plans could include; meeting schedules, timelines, strategies, action steps, financial implications/needs, and assignments for getting committee work accomplished.
- Provide leadership and direction to the committee.
- Teach/mentor committee members on their roles and jobs within the committee.
- Communicate action plan to committee and assign tasks to committee members.
- Maintain communication with committee members, assigned board liaison and staff liaison on behalf of the committee.
- Submit written committee reports when necessary or upon request to the board liaison.
- Work within the budget parameters to accomplish committee work.
- Communicate concerns regarding committee charges or processes to the Board liaison who will review and escalate to the Board of Directors.

Committee Members:

- Complete assigned tasks within established timeframes.



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- Report to committee chair if completion of assignments and/or committee participation is delayed or not possible.
- Be available to participate in committee calls/meetings and check email at least two times per week.

Staff Liaison:

- Provide strategic support to committee chair/Board liaison.
- Assist committee chair/Board liaison in communicating goals of the Board of Directors.
- Assist committee chair in project management of committee deliverables.
- Monitor budget management/budget exceptions.
- Work with board liaison and committee chair on annual budget requests.
- Work with board liaison and committee chair to establish call/meeting schedules and send out meeting requests to committee.
- Work with board liaison and committee chair to create agendas and send out to committee.
- Provide any needed documentation to support agenda items.
- Take minutes unless otherwise directed.
- During first committee call, review roles & responsibilities, review committee charge and staff support role.
- Maintain files that support committee work.
- If committee uses online community, keep repository updated.
- If needed, set up logistics for in-person meetings.