

## CTAAFSC COMMITTEE CHAIR NOMINATION FORM

A person may nominate themselves or be nominated by another person to serve as a committee chair. Any nominee must be willing to serve in a chair role.

### CHAIR RESPONSIBILITIES

The overarching role of the Chair is to provide leadership for the committee. Responsibilities include:

- Encourage participation during meetings and helping committee come to decisions that help the group move forward
- Work with Integral Care staff to set regular meeting dates and times (in person and/or conference call)
- Create and distribute agenda in advance of each meeting.
- Make sure minutes, including decisions, are kept of each meeting and that they are distributed to all committee members and to Integral Care staff. Provide committee minutes within week of meeting. Integral Care will post on CTAAFSC website.
- Work with Integral Care staff to maintain up to date contact information for committee members
- Be familiar with the CTAAFSC schedule of deadlines related to your committee and help ensure your committee completes work on time
- Communicate regularly with Integral Care staff about committee needs

Committee	Nominees
<b>Program</b>	
<b>Scholarships &amp; Awards</b>	
<b>Sustainability</b>	
<b>Outreach &amp; Marketing</b>	
<b>Logistics Liaison</b>	

Name of person completing this form: \_\_\_\_\_

Email or Phone: \_\_\_\_\_ (in case we need to contact you)