

# Council Volunteer Roles and Responsibilities

In order for committee work to be accomplished, council and committee chairs, council and committee members, and staff liaisons need to form a partnership with each fulfilling their respective roles.

## Council Chair

Tasked with guiding the strategic deployment and evaluation of activities that fall within the scope of work of the council and charge from the Board of Directors. It is incumbent upon the chair to ensure that all council volunteers are responsive and actively engaged participants.

The council chair is accountable for:

- Advancing activities that transcend a specific committee under the council's purview.
- Regularly communicating with other council chairs to confirm that there is no redundancy in work and to identify inter-Council collaboration opportunities
- Meeting quarterly with chairs of the committees and the assigned board, student, and staff liaisons.
- Coordinating with staff liaison to prepare quarterly council report for the Academy Board of Directors.

Chairs are encouraged to maintain open communication with their assigned staff liaisons to leverage all available resources relevant to the work of the council or committee.

## Council Member

Comprised of chairs of committees within the council structure, or members-at-large who will serve as the chair-elect, chair, and past chair.

Council members will:

- Report to the chair.
- Attend and participate in all council meetings.
- Provide thoughtful input to the deliberations of the council.
- Work together to ensure that the council advances activities.