



JOB DESCRIPTION

Position: WISPAN Committee Chairperson

Job Reports To: President/Board of Directors

Date Written: 1999

Primary purpose of the Job:

To coordinate all committee activities and act as a resource person to the general membership regarding their committee.

Prerequisites:

1. Active ASPAN/WISPAN membership.
2. Demonstrates a strong knowledge base regarding their committee and its activities.
3. Exhibits strong leadership skills
4. Possesses good organizational skills
5. Possesses good communication skills

Specific Job Duties and Responsibilities

1. Serve a minimum of a two year term.
2. Maintain records of committee activities and communications.
3. Conduct meetings as appropriate.
4. Development of goals for the committee.
5. Attend Board of Directors Meeting to report activities of committee.
6. Prepare annual budget.
7. Perform other duties applicable to the office as prescribed by the parliamentary authority of WISPAN.