

SDAMPP

Welcome Aboard Package for New Committee Chairs and Liaisons

Revision History

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Introduction

This guide aims to assist new committee chairs and liaison in familiarizing themselves with their roles, responsibilities, and available resources.

Getting Started

To get started, several preparations are helpful, including

- You should already be familiar with the committee's charge (from the Society's web site). Read the Policies and Procedures pertaining to your committee (several exist, several are in preparation, and a few need to be drafted).
- Discuss with your committee, its past chair, and the President how to get started leading your committee. Note that a new chair usually has experience as the committee co-chair or member, but this is not necessary.
- Read the SDAMPP strategic plan, which contains consensus goals that each committee chair should be aware of and working toward accomplishing.
- The committee chairs are usually invited to present their committee report at BOD meetings. Be sure to attend these meetings. We will provide an orientation to new committee chairs at the first BOD meeting of the calendar year. You may have to remind the Executive Committee to put this on the BOD agenda.
- Reach out for help when you need it.

Convening Your Committee

We strongly recommend

- Convening your committee at least monthly. This can be by phone, videoconference, in person, or in some cases by email.
- If you are having trouble convening your committee, delegate to your co-chair or even a committee member. If problems persist, speak with the President for assistance.

Reporting

- Each committee chair reports to the BOD. The chair is expected to be available to report on their committee's activities at BOD meetings.
- The BOD usually invites all committee chairs and liaisons to participate in BOD meetings
 - Chair submits brief written report to Secretary prior to BOD meeting. A report template is available on the Society's webpage. Preparing a report should be fast (<15 min). The BOD generally wants concise, high level summaries.

- Chair makes brief oral remarks during BOD meeting.
- The goals are to inform the BOD so that they may provide advice, assistance, suggestions, to help the committee.
- The BOD is responsible for providing vision and oversight of the Society, including the committees.
- This is a great place to ask for feedback, help, or just to solicit ideas.

More Advanced Topics

- **Staffing**
 - Check your roster posted on the Society website. Reconcile any issues by contacting the Secretary.
 - Identify a co-chair if that position is vacant. Co-chairs share the work and keep progress when the chair is not available.
 - Review the charge of your committee. Is it current? Is there a need to change it to prepare for future activities? Nothing is written in stone, so do reach out to the President to discuss as needed.
 - Succession planning: be proactive. Know when your members' terms end and request reappointments or replacements.
 - Committee members who are active and contributing should be so recognized.
 - Corrective actions should be taken if participants are consistently inactive or not contributing. This would typically include a friendly call to find out the circumstances, and plan and timeline to correct the situation. If those do not work, the committee member should be thanked for their service and asked to resign.
- **Strategic Plan**
 - Review your committee's progress relative to its action items, goals, and items in the Society's strategic plan.
 - Keep track of ideas your committee may have for future initiatives and introduce these for inclusion of the Society's strategic plan.
- **Resources**
 - The Society has resources available to help chairs. They are not comprehensively listed anywhere, and the list is changing based on evolving needs and requests. The key is to ask for resources when needed.
 - Read the SDAMPP Bylaws. For example, it is the primary source regarding some essential functions of some committees.
 - Read the SDAMPP Rules. This is the primary source of the committee charges and other relevant information for chairs.
- **Committee Policies and Procedures**
 - Read your committee's P&P. Make sure your committee members read you P&P.
 - If they don't exist yet, write them. Keep them as short as possible and as long as needed.
 - If they exist but need updating or expanding, do it right away.
 - Base your operations on the approved P&P posted on the SDAMPP website.
 - Basic procedure to update P&P

- Committee should vote to approve
- Send marked up and clean version to EXCOM
- Excom will review and/or forward to BOD for review and approval, as the situation calls for.
- Once a P&P is approved, it should be so noted in the P&P (including date of approval). A PDF will be posted on the web page.
- It is fine (preferred actually) to update P&Ps as often as needed.
- We have a google drive in place for each committee to facilitate maintenance of P&P, reporting, etc. Consider using this resource.