

NASBLA Committees

Committee Member Position Description

Basic Function

Assist the Board in achieving the mission and strategic plan of the Association by serving as an active, volunteer participant in the work of the committee. Bring experience, interest, and thoughtful input on issues and programs to the committee's deliberations, work products and recommendations to the Board. In problem solving and decision making, act in good faith and in the best interests of the Association and committee, not on behalf of personal interests or constituent groups.

Responsibilities

- **Actively participate with fellow committee members.** Attend face-to-face meetings and teleconferences of the committee and any subcommittee(s) or work group(s) to which you've been assigned. Contact the chair, group leader, or committee staff liaison if you cannot participate in a meeting or if you no longer have an interest in serving on the committee.
- **Stay informed.** Be prepared for meetings and teleconferences by reviewing relevant materials beforehand. Make contributions and voice objective opinions on issues. Review meeting recaps. Ask questions. Seek information.
- **Carry out the work; help the committee stay on schedule.** Take on responsibilities and carry out assignments within the subcommittee or work group(s). Provide or post materials for timely review by others working with you on a project. In case of delays in delivering the work, inform committee (subcommittee or working group) leadership and affected committee colleagues as soon as possible so that plans can be altered.
- **Disclose conflicts.** Disclose any real or perceived conflicts of interest in the committee's deliberations and refrain from formal votes on committee products and recommendations in those instances.
- **Promote clarity, quality and relevance.** Work to ensure that the committee develops work products and recommendations that are aligned with its purpose and responsive to its charges and that will serve the Association's members.