

Chairman Roles and Responsibilities

THE MULTIPLE ROLES OF A CHAIRMAN

Leader/Member

Clearly the chairman is the leader of the committee. But a primary key to having a committee that works well is having a leader who is willing and able to lead by example. If you as the chair do nothing, the committee members will do nothing. You need to develop group procedures and norms so members know what is expected of them, how decisions will be made, and what will happen if assignments are not completed on time. Remember, you are not only the leader, but you are also a member of the committee, as well as a servant (*not* like the picture indicates!).

- **Lead by example.**
 - Coordinate and motivate: don't dictate.
 - Develop committee expectations.
 - Manage how members work together.
 - See that tasks are completed well and on time.
- **Be a participating member.** Fulfill all your tasks in a timely manner; set a good example.
- **Be a servant-leader.**



Member of the Board of Directors

The LWML Board, like any other board, reconciles its differences by consensus or majority vote. Members of the board can express their opinions during discussion on an issue, but once a decision is made, members of the board support that decision.

- Essential part of the policy-making body of the LWML
 - Carry out the business approved in convention
 - Transact business between conventions
- Loyal to the board

Liaison to Vice President

The Chairman communicates committee business and activities to the Vice President. The Vice President relays Executive Committee decisions to the committee through the chairman.



Member of LWML Public Relations Team

You are a cheerleader for the LWML. Please promote LWML in your district, zone, group, and congregation. *You* are a role model for LWML leadership and a mentor for future leaders.

BASIC RESPONSIBILITIES

Communication

General

- Read everything carefully.
- Check email frequently.
- Reply in a timely fashion (suggest 24–48 hours).
- Review any communication you send outside the committee.
- Copy Vice President on all communication.
- Send committee minutes or meeting summary notes to Vice President, Planner Eden, and President Kim.

Reports

- Templates and instructions are given in advance of report deadlines.
- Board of Directors, Executive Committee, and Convention reports: written reports are reviewed by your Vice President prior to distribution.

Written Publicity

- Anything that will be published at an event, on the website, social media, or the newsletter needs to be reviewed by your Vice President AND PASTORAL COUNSELOR. (*Sonshine* articles go through a review process – including doctrinal review – before publication so you can just send your draft to Editor Sherri.)

Other

The President is the official spokesman for the LWML Kansas District and only she can make any official statements on behalf of the district. The same rule applies for mailing lists. Only the president can authorize and provide mailing lists to other entities/organizations.

Please Observe Deadlines!

- Make sure committee tasks are completed well and on time.
- Communicate with committee members effectively.

Budget Oversight

- Track committee expenses.
- Consider the budget when choosing activities and programs.
- Question? Talk with Vice President or Treasurer Relda Galle.