

# **JOB DESCRIPTION**

## **Committee Chairs**

### **Silver Beach Improvement Association**

#### **SBIA Bylaws Direction**

There shall be a Board of Directors which shall consist of the Executive Officers plus no fewer than six members but no more than eight members in good standing. Directors elected by the membership and the Chairpersons of the Standing Committees, including the President Ex Officio and Historian shall constitute the Board of Directors.

#### **Accountability**

The Committee Chairpersons serves and is accountable to the Executive Officers of the Association.

#### **Term of Office**

One-year term or until his or her successor is elected.

#### **Responsibility**

The Committee Chairperson is responsible for serving under the President. The Committee Chairperson has fiduciary duties and a duty of loyalty to the Association. No action taken by a Committee Chairperson may benefit them at the detriment of the Association and harming the Association with a conflict of interest.

#### **Duties**

In addition to the duties of every Board Member, the Committee Chairperson is responsible for:

- Each Committee shall have the care and management of said committee as outlined in the SBIA Bylaws.
- Each Committee Chairperson will develop a checklist of basic duties or procedures/processes to be turned over to the incoming Chairperson.
- No Committee shall have the power to expend funds or incur liabilities other than those necessary to the ordinary and routine functioning of such Committee in accordance with the budget approved by the Board.
- Report at the Annual Meeting of yearly activities.

- Additional duties as required.

## **Qualifications**

The Committee Chairperson must have:

- A commitment to, and a clear understanding of the mission of the Association.
- Knowledge of meeting procedures, governance policies and bylaws of the Association.
- Sufficient time to devote to his/her primary duties.
- A basic/intermediate knowledge of committee activities and responsibilities.