

# FY26 ASID Alabama Committee Volunteer Roles & Responsibilities

## Overview

ASID Alabama Committee volunteers are essential to the success of ASID. Volunteers provide their time, skills, and expertise to advance the Society's mission and strategic plan. Committee volunteer roles include Chair, Chair-Elect, Past Chair, and Member.

All Chapter Committee volunteers are required to:

- Be an ASID member in good standing and maintain membership during time as a Chapter Committee volunteer.
- Complete annual Chapter Committee training (may be available in person or online).
- Volunteers are required to cover travel, accommodations, and registration for in person events.
- Have a thorough understanding of the Committee's purpose, connection to Council, and role in implementing the ASID Strategic Plan.
- Stay informed of industry trends that may impact the Committee's annual work plan.
- Be an active contributor to accomplishing the goals in the annual work plan.

Sign all required documents annually including: Commitment and Code of Conduct, Confidentiality and Intellectual Property, and Conflict of Interest.

## Chapter Committee Chair

Term = 1 year

- Serves as committee leader supporting governance and operations.
- Acts as point of contact between other committee leaders to collaborate and support each committee's annual workplan.
- Leads the development, implementation, and management of the Committee's annual work plan including goals, metrics, and tactics.
  - ◆ The Chair is responsible for submitting the annual work plan proposal for review and approval. If there are changes in scope to the annual work plan, the Chair is responsible for communicating proposed changes
  - ◆ The Chair may also determine volunteer project teams as needed to complete the annual work plan.

- ◆ The Chair may not create an executive committee.
- Manages the schedule of regular, ad hoc, and other committee meetings. Works with Chair-Elect to design agendas for committee meetings.
- Authors quarterly Board of Directors reports by requested deadlines using ASID-provided templates.
- Facilitates relationship development of committee volunteers. At times, mediating member-to-member conflict resolution.
- Works with Chair-Elect to determine skills needed for committee volunteers to source in annual call for volunteers.
- Advises Chapter Administrator on annual committee training needs and content.
- Onboards Chair-Elect to prepare for term as Chair.
- Provides recommendations to improve the effectiveness of the Committee scope and collaboration with other Committees.
- Becomes Past Chair in the next fiscal year.

## Chapter Committee Chair-Elect

Term = 1 year

- Provides essential support to the Chair by offering guidance and assistance as needed. The Chair-Elect supports the functioning of the entire Committee.
- Contributes to developing meeting agendas with the Chair and Chapter Administrator. Prepares and distributes the agenda prior to meeting.
- Manages and maintains accurate records of committee meetings, including capturing minutes and important notes, using resources provided by ASID.
- Maintains a comprehensive archive of meeting minutes for future reference and ensures their accessibility to all relevant stakeholders.
- In the absence of the Chair, steps in and fulfill leadership responsibilities ensuring that all tasks and duties are carried out effectively and efficiently.
- Supports the relationship development of Chapter Committee volunteers.
- Working with Chair and Chapter Administrator, determines skills needed for Committee volunteers to source in annual call for volunteers.
- Advises Chapter Administrator on annual Committee training needs and content.
- Provides recommendations to improve the effectiveness of the committee scope and collaboration with other Chapter Committees.

- Becomes Chair in the next fiscal year.

## Chapter Committee Past Chair

Term = 1 year

- Serves in an advisory and leadership transition role.
- Provides guidance and institutional knowledge to Committee volunteers.
- Maintains stability, offers continuity, and ensures the long-term success of the Chapter Committee.
- Assists in the development and refinement of annual work plan goals.
- Helps sustain volunteer engagement by fostering relationships with past, current, and prospective Chapter Committee volunteers.
- Supports succession planning by identifying and mentoring future committee leaders.
- Ensures proper documentation of past decisions, initiatives, and lessons learned.

## Chapter Committee Member

Term = 3 years

*Note: Chapter Committee members will rotate on staggered, 3-year terms. Scope of Members may vary based on the committee's purpose and goals.*

- Actively contributes time, skills, and expertise to accomplishing the Committee's annual work plan.
- Attends Chapter Committee meetings and is prepared to report on progress.
- Supports defined scope within approved annual work plan.