**33f. COMMITTEE MEMBERS / GENERAL CHARGE (ROLE)**

Each committee member is responsible for fulfilling the committee’s responsibilities to the best of his or her ability so that the goals of the committee are realized. Each person volunteering to serve on a committee shall agree at the time of acceptance of appointment to actively participate in the work of the committee. Active participation includes accepting and performing committee assignments, responding to telephone calls, emails, and correspondence on committee matters, attending committee meetings, etc. Committee members will be evaluated by the chair based on their participation in the committee’s activities. The member will keep the chair fully informed of the circumstances that interfere with responsible participation in the committee’s work.

## Responsibilities

1. Actively participate in the formulation of organization goals, objectives and projects through the annual budget and program planning process.
2. Demonstrate a willingness to learn by maintaining an awareness of current issues, policies and trends impacting the organization and its stakeholders and members.
3. Prepare for each committee meeting by reading materials distributed prior to the meeting.
4. Attend all committee meetings and participate in the proceedings.
5. Be available to fellow committee members and staff between meetings of the committee.
6. If necessary, serve as a public spokesperson for the organization on a local level and communicate to all members and stakeholders in an effective, consistent and clear manner.
7. Be able to respectfully contribute to committee discussions and disclose any and all conflicts of interest.
8. Maintain confidentiality and exercise sound judgment in carrying out committee business.
9. Act in good faith and in accordance with what they believe to be in the best interests of stakeholders and members of the organization.
10. Problem solve as a group.
11. Actively contribute to reaching committee consensus.
12. Work towards alignment with other organization committees wherever practical and relevant.
13. Committee members are encouraged to use the committee forum as a leadership development opportunity.
14. Commitment to the work of the organization