**33g. Committee Chair/General Charge (Role)**

To ensure continuity in the leadership of USSEC by working closely with the members of the USSEC Executive Committee regarding important matters facing the organization. A committee chair is responsible for guiding and coordinating the work of his or her committee to ensure attainment of the organization’s vision, mission and goals. The committee chair is the advocate for communicating information about various objectives and projects that are accomplished within the committee’s charge.

Desirable Attributes and Skills

* Understands the role of communications in the success of any organization.
* Possess a comprehensive understanding of the soybean industry at such a level to gainfully contribute to discussions among peer and industry leaders.
* Possess the ability to speak articulately to audiences of varying sizes and to speak or respond in writing to interview questions from individuals representing various media outlets.
* Should possess or be willing to work toward gaining leadership experience and training, including but not limited to knowledge of parliamentary procedures, consensus building skills, bookkeeping and numeric principles, and a level of social and business skills necessary to run a multi-million dollar organization.
* Provide vision and broad oversight for setting organizational direction.
* Highly skilled in current communications technology.
* Commitment to the work of the organization.

Responsibilities

1. Serve as a member of the Board.
2. Be the primary internal and external spokesperson for the committee and provide leadership in all committee activities.
3. Set tone for committee work to achieve the Vision, Mission, and Goals of the organization.
4. Ensure that the full circle of program development: planning, implementation, administration and evaluation are complete in the committee’s areas of responsibility.
5. Lead committee meetings to ensure its business is carried out efficiently and effectively.
6. Assign work to the committee members, sets the agenda and runs the meetings. Ensures distribution of meeting minutes.
7. Attend and chair all committee meetings, prepare for and participate in the discussions and the deliberations of same, and report results to the full Board and/or Executive Committee.
8. Work with staff to prepare for each committee meeting by developing and distributing an agenda, support materials, etc. Read materials distributed prior to the meeting.
9. Ensure all committee members actively participate in the annual budget and program planning process.

1. Ensure project evaluations are reviewed by the committee and results direct future programs.
2. Work closely with the other Board committee(s) to ensure the committee’s projects are coordinated.
3. Commitment to the work of the organization.
4. Report policy recommendations to the Board and Executive Committee.
5. Prepare an annual calendar of committee meetings with staff.
6. Be available to staff and other committee members between meetings of the committee.
7. Be familiar with and faithfully follow the organization’s conflict of interest, code of ethics, anti-trust and confidentiality policies.
8. Prepare for and participate in the discussions and the deliberations of the Board.

Appointment: The Board Chairperson shall appoint the chair and vice chair of all committees.

Time Commitment: The committee chair devotes approximately 10 full days per year, attending functions and meetings representing the Board (in addition to Board and committee meetings).