



# Canadian Institute for Procurement and Materiel Management Institut canadien d'approvisionnement et de gestion du matériel

## **Position Description Committee Chair**

CIPMM's Committee Chair leads the CIPMM Committee or a project as approved by the Board. Committee Chair has a discretionary authority to work within the scope of their Committee's approved mandate and budget.

### Responsibilities:

- Serves as a Committee Chair.
- Reports to the Board.
- Secondary reports to President or VP Professional Development or VP Advocacy & Outreach.
- Puts into effect the policies of the Board of Directors.
- Participates in Committee meetings.
- Keeps the President or Vice President and the Board apprised of important issues.
- Raises any emerging problems or issues to the Board as soon as possible.
- Presents Committee decisions/recommendations to the Board.
- Sets the agenda and runs Committee meetings.
- Plans and oversees logistics and Committee operations.
- Works with applicable team in achieving objectives of the Committee.
- Monitors and keeps knowledgeable about the activities of the Committee.
- Assigns work to Committee members and approves work plans.
- Ensures Committee members have the information needed to do their jobs.
- Sets Committee budget.
- Raises any changes to the budget to the Treasurer.