



**FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

BRANCH COMMITTEE CHAIR DESCRIPTION COOK COUNTY COMMUNITY YMCA

Responsible to: Branch Executive Director, Advisory Council Chair

Term: 1 year and may be re-elected for 3 consecutive terms.

SUMMARY

Preside over committee meetings, ensuring that meetings are held according to the branch committee guidelines, that committee members receive frequent communication regarding Branch and Association business, and that the committee is represented within the Branch Advisory Council and Association Board of Directors.

DUTIES

1. Plan and lead committee meetings and set agenda.
2. Call special meetings as required.
3. Communicate Branch and Association business with committee members.
4. Serve as liaison and spokesperson for the committee at Branch Advisory Council Meetings and Association Board of Directors meetings when required.
5. Evaluate committee efforts and communicate accomplishments to the committee, Advisory Council, and Association Board of Directors.
6. Select committee members for approval by Branch Executive Director.
7. Accept and support the committee's charge.
8. Assign tasks and provide follow up to committee members.
9. Represent the Cook County Community YMCA and the branch enthusiastically and professionally at all times and model the values of caring, honest, respect, and responsibility.

REQUIREMENTS

- Attend all committee meetings and at least 70% of Branch Board meetings.
- Report frequently to Branch Advisory Council Chair and Branch Executive Director.