

**COMMITTEE CHAIRPERSON
MID ATLANTIC CHAPTER
INTERNATIONAL EROSION CONTROL ASSOCIATION**

JOB DESCRIPTION

A Committee Chairperson will be appointed by the MAC-I ECA President from either the MAC-I ECA Board of Directors or the general membership of MAC-I ECA.

The primary function of this position is to establish a committee to adequately address the mission assigned. This requires an in-depth knowledge of the assignment as well as a knowledge of the best committee members available to successfully complete the assignment within the time frame allocated.

DUTIES AND RESPONSIBILITIES

Make an assessment of the committees mission and only accept those assignments that you feel comfortable with. This applies to technical content as well as scheduling and deadlines.

Either using your own resources or input from the MAC-I ECA Board of Directors, assemble a committee that is technically strong and motivated to see the mission through.

Communicates on a regular basis with committee members to assure that assignments are being handled in a professional and expeditious manner.

Send regular up-dates to the appropriate MAC-I ECA board liaison and President. This is especially critical prior to a board meeting or an impending due date.

Never accept an assignment if there is even the slightest hint of a "conflict of interest".

Do not accept an assignment unless you have the time to assure the successful completion of that assignment

As the chairperson you are ultimately responsible for the actions of the committee. If there is a problem, contact your board liaison ASAP.

January 24, 2001

