



NMNEC Committee Chair Role & Responsibilities

Committee Members:

- Maintain a committee of members who possess the specialty knowledge your committee requires
 - Check that NMNEC Curriculum and Affiliate Member programs have representation as appropriate on the committee
- Collect member contact information
 - Build an email list and share with each committee member
 - Maintain communication with the NMNEC staff to keep membership roster current

Committee Meetings:

- Schedule monthly web committee meetings (or more when necessary) with assistance from NMNEC staff
- Convene face-to-face committee meetings as needed
- At statewide meetings, provide committee verbal report/update (Chairs or member may do this)
- Be a contact person for questions about committee work and agenda item requests
 - Provide contact information on NMNEC website
- Collaborating with NMNEC Staff, provide and approve agenda items for each committee meeting in a timely manner in order for NMNEC staff to disseminate with meeting notice/reminder
- Edit first draft of minutes prior to next committee meeting
 - If NMNEC staff or designee not available to take minutes, arrange for someone at meeting to be the minutes recorder and provide draft minutes to NMNEC staff prior to next committee meeting
- Delegate tasks and manage follow up from each meeting to assure items are accomplished

Committee Scope/Purpose/Tasks:

- Work with the NMNEC Leadership Council, NMNEC Outreach Program Manager, and NMNEC Staff to clearly define the scope, purpose, and tasks of your committee
- Clearly communicate the scope/purpose/tasks with your committee members and orient current and new committee members as needed
- Build timelines and to-do lists for tasks as warranted keeping everyone “on the same page”

Budgetary Oversight:

- On an annual basis, forecast items/tasks that may incur a fee/expense. Check with the NMNEC staff to see if funds have been earmarked for your purposes
- As you continue your committee work, keep an eye on any/all tasks that will incur costs/expenses