

Job Description for Committee Chairpersons

Committee Title:

Position requirements: (Define roles and responsibilities involved with the position.)

- 1.
- 2.
- 3.

Position expectations: (Describes tasks and desired outcomes, including deadlines, for the individual in this position.)

- 1.
- 2.
- 3.

Skills necessary to fulfill the position: (Describe the skills necessary to be successful in the position.)

- 1.
- 2.
- 3.

Resources available: (List resources available to help the individual accomplish the job.)

- 1.
- 2.
- 3.

Outline methods that will be used for follow-up:

- 1.

2.

3.