

## **ROLE OF TCS COMMITTEES**

### **Duties of Committee Chairs (or Co-Chairs):**

- Prepare for a leadership role through a TCS-offered orientation, ongoing leadership development training/mentoring, and review of the leadership experience
- Exercise a balance between leading committee members and doing the work of the committee
- Plan and implement activities in support of the TCS mission, vision, priorities

### **Activities of Committee Chairs:**

- Coordinate the planning and implementation of committee activities
- Communicate expectations to committee members
- Lead committee members through delegation and motivation
- Assist committee members with some of the activity implementation
- Coach committee members to be future TCS leaders
- Communicate and be a conduit both to members and to the Board
- Engage Board members when their help is needed
- Assist the TCS President in making committee member appointments

### **Duties of Committee Members:**

- Understand the TCS mission, vision and priority areas, and the duties of their committee
- Understand the responsibilities of a committee member

### **Responsibilities of Committee Members:**

- Attend all meetings and be prepared for discussion
- Support committee objectives through communication and action
- Participate in the accomplishment of the committee's activities