



WARFLEIGH  
NEIGHBORHOOD  
ASSOCIATION

## **Mission**

We are a group of volunteers who advocate for, inform and support the Warleigh neighborhood.

## **Position : Committee Chair**

### **Primary Duties:**

Develop committee goals and action plan in conjunction with Board of Directors.

Schedule, create and distribute agenda for and preside over all committee meetings.

Keep records of all committee proceedings, including meeting minutes, and distribute them to all committee members and Board of Directors.

Delegate responsibilities to committee members as needed to accomplish committee goals.

Ensure that committee members have information needed to perform their duties.

Obtain Board of Directors approval for all committee activity, decisions and recommendations.

Prepare an evaluation of the committee in support of Board of Directors annual strategic planning activity.