



# *Sisterhood of Integrity*

## *Duties of Committee Chairs*

Committee Chairs must be able to fulfill the following duties:

- Understand the purpose of the committee and the principles, regulations, and procedures of SOI
- Always be professional, punctual, and respectful
- Setup meeting dates, times, and locations that are acceptable to majority of committee members
- Preside over committee meetings, helping committee members to reach reasonable and democratic solutions
- Generate ideas for events and programs that relate to the purpose of your committee and facilitate the generation of those ideas from other committee members
- Prepare and sign the Event Proposal forms for all events that your committee proposes
- Meet with the Executive Board
- Create and submit the event itinerary at least one week prior to the event. This itinerary should consist of a list of how the event will proceed. Remember that everything that happens during an event reflects on the committee chair, the committee, and SOI as a whole. This requirement is intended to ensure that we will not have any surprises during an event.
- Manage any events that your committee gets approved