

JOB DESCRIPTION

POSITION TITLE: AMC Policy Committee Chair

ACCOUNTABLE TO: AMC Board of Directors

TERM: The Policy Committee shall annually elect a committee chair and such other vice chairs as the committee deems appropriate. The election shall be held at the first meeting following the adjournment of the legislature. In the absence of the chair, a vice chair may perform the duties of the chair. No chair may serve more than two consecutive one-year terms.

EXAMPLES OF WORK

The Policy Committee chairperson shall preside over all policy committee meetings and is expected to attend all meetings of the policy committee.

The Policy Committee chairperson is expected to participate in the development of the policy committee agenda and approve the agenda prior to distribution.

The Policy Committee chairperson is expected to have a thorough understanding of the Associations' policy adoption process.

The Policy Committee chairperson is expected to present policy committee recommendations to the full membership and lead the adoption process of the policy committee proposals at the AMC annual conference and legislative steering committee meetings.

The Policy Committee chairperson is expected to represent the policy committee agenda, as needed, at the Minnesota legislature.

The Policy Committee chairperson shall be responsible for appointing all members of sub-committees and working groups of the committee.

The Policy Committee chairperson shall be a member of the Legislative Steering Committee and is expected to attend all meetings of the Legislative Steering Committee.