

## **DUTIES OF A COMMITTEE OR SECTION CHAIR**

**ADHERE TO THE BYLAWS OF THE ASSOCIATION**

**DEVELOP YEARLY GOALS AND PRESENT THE SAME TO THE BOARD AT A DESIGNATED BOARD MEETING**

**HOLD SECTION OR COMMITTEE MEETINGS THREE (3) TIMES A YEAR**

**SUBMIT MEETING REPORT AND INFORMATION ABOUT THE NEXT SCHEDULED MEETING TO THE PRESIDENT ON THE COMMITTEE MEETING REPORT FORM**

**USE BEST EFFORTS TO PROCURE MEETING ROOMS AND SPEAKERS FREE OF CHARGE**

**SHOULD ROOM OR SPEAKER FEES BE NECESSARY, PREPARE AND PRESENT TO THE BOARD FOR CONSIDERATION, SIXTY (60) DAYS IN ADVANCE OF THE EVENT, A PRELIMINARY BUDGET INCLUDING APPROPRIATE PARTICIPATION FEES TO COVER EXPENSE**

**ADHERE TO ESTABLISHED PUBLICATION DEADLINES**

**MONITOR THE SECTION OR COMMITTEE'S NON-MEMBER PARTICIPANTS ACCORDING TO SAID POLICY AND COORDINATE WITH THE IPA EXECUTIVE DIRECTOR FOR ENFORCEMENT OF SAME**

**PROMPTLY COORDINATE WITH THE EXECUTIVE DIRECTOR FOR PROCESSING ALL RECEIPTS AND DISBURSEMENTS DIRECTLY RELATED TO THE COMMITTEE OR SECTION**

**INFORM AND COORDINATE ALL ACTIVITIES OF THE COMMITTEE OR SECTION WITH THEIR BOARD LIAISON AND/OR THE BOARD OF DIRECTORS OF THE ASSOCIATION FOR APPROVAL OF THESE ACTIVITIES.**