

2021-22 – CFMA Committee Roles and Definitions

- **Committee Chair** – A CFMA Volunteer Leader who is appointed by the CFMA Chair with the recommendations of the committee leaders. Presides over all meetings of the committee, ensures the committee aligns with its charter, determines the meeting agendas, and contributes and approves the Executive Committee Report that will be included in the regular Executive Committee meeting.
- **Committee Vice Chair** – A CFMA Volunteer Leader who is appointed by the CFMA Chair with the recommendations of the committee leaders. Assists and performs as an alternate in all Chair responsibilities in the event the Chair is unable or unavailable.
- **Staff Co-Chair** – Collaborates with the Committee Chair and the Co-Chair in executing the work of the committee including: Advising on the strategic direction of the committee, assisting with planning each meeting, including drafting agendas and scheduling planning calls. Supports the committee’s work by taking minutes, tracking attendance, vetting potential committee members, serving on the committee in a non-voting role, preparing the quarterly executive committee reports with input from the committee chairs, and providing any other CFMA resources necessary to complete the committee’s work.
- **Executive Committee Liaison** – Attends meetings as an engaged observer. A liaison who is a current committee member at the time of appointment can continue to serve as a member of the committee. If a liaison is not a member of the committee at the time of appointment, it is not a requirement to be a member of the committee to serve in a non-voting liaison role. The mission is to provide advice as needed and act as a sounding board to the committee; reports on committee work at the quarterly Executive Committee meetings.
- **Committee Member** – A CFMA member who has volunteered to serve, agreed to the terms of the committee charter, and has been accepted by the Committee Chair, Co-Chair to engage actively in the charges of committee.
- **Staff Resource** – A CFMA employee assigned to a Committee, Subcommittee or Task Force to be a resource or to provide a specific role that supports one or more charges of the committee.
- **Subcommittee Chair** – Is appointed by the Committee Chair with the recommendation of the committee leaders. Leads a more narrowly defined portion of overall committee work that requires additional and ongoing focus to effectively complete the mission of the committee. Presides over all meetings of the subcommittee, ensures the subcommittee aligns with its purpose, determines the meeting agendas, and provides a report of its activities to the committee. A staff subcommittee co-chair, staff resource, or vice chair may be assigned as needed.
- **Task Force Chair** – Is appointed by the Committee Chair with the recommendation of the committee leaders. Presides over the task force which is established to work on a specifically defined task or activity aligned with the overall committee’s mission. A staff task force co-chair, staff resource, or vice chair may be assigned as needed.