

Roles And Responsibilities Of the Commission's Board Chair(s)

Leaders aren't born they are made. And they are made just like anything else, through hard work. And that's the price we'll have to pay to achieve that goal, or any goal.

Vince Lombardi

“The ultimate measure of a man is not where he stands in moments of comfort, but where he stands at times of challenge and controversy.”

- Martin Luther King Jr.

THE **QUALITY** OF COMMISSION CHAIRS

- Fair,
 - Respectful,
 - Positive,
 - Focused,
 - Accountable
- and committed to the Commission's vision and mission.

THE **QUALITY** OF COMMISSION CHAIR'S ACTIONS.....

- ✓ **C**ommunicates well (Active listener, gives clear directions and resolves conflicts)
- ✓ **P**repares for each meeting with staff
- ✓ **S**upports the Commission members to stay on task
- ✓ **E**ncourages collaboration
- ✓ **R**epresents the group

OVERALL ROLES AND RESPONSIBILITIES WITHIN THE BOARD

- Show an understanding of and passion for the mission, values, and work of the Commission
- Uphold legal and ethical standards of conduct
- Speak with one voice in the community
- Support transparency, compliance, and accountability for the Commission's operations

CHAIRPERSON & COMMITTEE CHAIR LEADERSHIP TIPS

- **Get to know the members...**
- **Facilitating a discussion/deliberation...**

RUNNING A SUCCESSFUL MEETING

- Start and end on time
- Reserve time for a welcome and introductions
- Share the meeting rules. (i.e., Bagley Keen Open Meeting Act, Robert's Rules of Order, or other procedure)
- Everyone participates. (Respect each other's ideas, take turns, and make decisions by consensus)

Consensus is reaching a decision that every member agrees to support.

Each member should be able to say:

“I believe the members heard my ideas. I have heard the ideas of the committee members. Though I may not agree, I will support the Board/committee’s decision because it was reached fairly.”



COMPLETING THE AGENDA

