



AORE Staff Led Committee Chair/Co-Chair Position Description

Purpose of Committee: Staff Led Committees work toward providing the AORE membership with important opportunities, resources, and information relevant to the field of outdoor recreation and education. Committees communicate to and with the membership addressing common issues, providing solutions to problems, and building community.

Scope of Committee: Staff Led Committees provide resources to membership, lead ongoing initiatives and provide recommendations on various subject matter areas to advance the strategic framework. Committees have standing and annual responsibilities that support the association's Strategic Framework. Staff Led Committees are not involved with planning of the Annual Conference.

Authority of Committee: AORE committees are chaired by AORE volunteers and administered by AORE staff. The Committee has the authority to provide advice and assistance to the AORE Staff on implementation of annual and ongoing projects. In addition, it should be noted:

- AORE policy decisions will be made by the AORE Board of Directors.
- Expenditures of funds within the Committee's approved budget must be coordinated with the AORE National Office. The Committee may not spend money in excess of any funds that are approved.
- In no case may the Committee engage in activities which jeopardize AORE's tax-exempt status.

Purpose of AORE Committee Chair Position: Committee Chairs provide leadership and guidance to committee members as they pursue committee goals, work on committee projects, and uphold committee responsibilities. Committee Chairs ensure that the committee is operating in alignment with the committee charter and is upholding the vision, mission, and values of AORE.

Leadership Length of Term: To ensure institutional knowledge is maintained for the association, AORE would like to have committee leadership commit to three years of service. This would include: Chair, Co-Chair, and Past Chair. Terms start of January 1 of each year. Ideally, onboarding commences in Q4 prior to the start of the term.

Minimum Qualifications:

- Prospective chairs must be a current AORE member in good standing. Preference may be given to applicants who have been a member of the Association for at least one year.
- Prospective chairs should be familiar with the vision, mission, values, and strategic plan of the Association. This information can be found on the AORE website.
- Prospective chairs should be familiar with the issues and history of the Association by reviewing the bylaws and minutes of the Association. This information can be found on the AORE website.

Committee Chair and Co-Chair Selection Process:

1. Intention. Current Chair and Co-Chair will be asked in Q3 if they intend to stay in their positions or step off.
2. If the intention is to stay, Chair/Co-Chair will complete a reappointment form as a self-reflection of your work for the last year. In addition, all members will have the opportunity annually to apply for a leadership position.

3. For empty positions, Chair/Co-Chair are asked to identify potential individuals and share those names with the National Office. The NO will follow up directly with them and have them submit a short application. This application information will be sent to the current Chair/Co-Chair team to be reviewed and then the Chairs can make a recommendation to the National Office.

Duties and Responsibilities:

Chairs fulfill the committee charter and manage their committee and take an active role in working towards accomplishing both standing and annual projects.

The Committee Chair/Co-Chair will:

- Convene meetings, set agendas, run meetings, and delegate tasks to volunteers.
- Participate in onboarding trainings, ideally held in Q4 each year.
- Understand assigned standing and annual projects of the committee.
- Develop and implement strategies, including tasks and timelines, for accomplishing standing and annual projects.
- Ensure all committee members are educated and up-to-date on the expectations and responsibilities of the committee and the committee projects.
- Participate in Quarterly ALL Committee Chair Calls, Bi-Monthly Chair Calls with National Office staff, and host Committee meetings (quarterly as minimum).
- Prepare and submit an Annual Report of the committee to the AORE Executive Director via Basecamp no later than December 31 of each year.
- Participate in an annual performance evaluation of the Committee.

Compensation: This is a volunteer position. Chairs do not receive any compensation for their services.

Estimated Time Commitment: We estimate that this position requires approximately 2 hour per week. *Please note this is an estimate and that time will vary monthly based on projects and meetings.*

Quarterly calls: 4 calls x 1 hour = 4 hours

Bi-monthly calls: 6 calls x 1 hour = 6 hours

Committee calls: 12 calls x 1 hour = 12 hours

Leadership Institute = 2 hours

Managing committee projects: 4 hours per month x 12 months = 48 hours

Onboarding = 2 hours

In Return for Your Committed Volunteer Service We Promise:

- You will receive professional non-profit management training that focuses on association governance, board and committee leadership, and member engagement skills.
- There will be an open door to the Executive Director and Board of Directors.
- We will provide clear communication about the needs and issues relevant to AORE.
- We will attempt to ensure you have the materials necessary to be an ambassador for the mission in the community.
- We will support your orientation and continuing education as an AORE Committee Chair.
- We will celebrate and respect your volunteer service.