



Committee/Workgroup Service Job Description

Aphasia Access committee and workgroup members are appointed by the President. The following Job Description outlines the role of those who participate in Aphasia Access Committees.

Job Description

Reports To: Respective Committee/Workgroup Chair(s)

Description: Participates in completing the ongoing work of the committee/workgroup as detailed in the applicable charter, strategic plan, and directions from the BOD.

Purpose: The work of the committee is limited to the specific purpose established by the board, as articulated in this committee charter. The committee/workgroup acts to complete specific ongoing tasks of the organization and fosters ongoing growth of Aphasia Access.

Appointment: Each member is appointed by the current Aphasia Access President following the procedure described below. Committee/workgroup members must be an active Aphasia Access member.

Term: One year (January through December)

Selection Procedure:

1. Each year, a list of potential volunteers will be shared with committee/workgroup chairs.
2. Committee/workgroup members will be proposed by the committee chair, subject to approval by the President.
3. An individual may not serve on not more than two Aphasia Access Committees/Workgroups at any one time.
5. Appointments are to one-year terms which are renewable.
6. An Aphasia Access member may be appointed to an advisory role on a committee/workgroup on which that individual does not serve by the chair, on approval by the Aphasia Access President.

Responsibilities

General

1. Abides by the Aphasia Access conflict of interest policy.
2. Reads, and is familiar with committee/workgroup charter and relevant Aphasia Access bylaws.
3. Remains up-to-date on issues that may affect the committee/workgroup.
4. Keeps confidential matters confidential until approved for disclosure.

Committee Business and Meetings

1. Attends and actively participates in preferably all, but no less than 80% of committee meetings, whether in-person or by conference call.
2. Accepts and completes assignments of work related to the mission of the committee/workgroup as requested by the committee chair.
3. Reviews and edits committee/workgroup reports and manuscripts in a timely manner.
5. Provides input and new ideas for committee/workgroup activities on a regular basis.
6. Abides by specific responsibilities as set forth in committee/workgroup charter.