

IAVM Committee Roles and Responsibilities

We have two categories of volunteer groups 1) board committees/task forces and 2) management committees/task forces. For a full listing and description of the committees that are available, please [click here](#).

- Board Committees: committees that help the IAVM Board of Directors achieve its objectives and fulfill its obligations. Examples of a board committee are: Audit Committee; Governance Committee; Leadership Development Committee.
- Management Committees: committees that provide industry expertise and general knowledge to assist the staff in doing the work of the Association, often for a specific program, conference or issue. These committees cover areas that members traditionally have contributed to in the past (for example – sector committees: Allied, Amphitheaters & Fairgrounds, Arenas, Stadiums, Performing Arts, Convention Centers).
- Task Forces: created for a defined and time limited purpose.

Individual Roles and Responsibilities:

Expectations of Volunteer Members:

- Focus on assigned purpose/charge for the group.
- Attend meetings and conference calls.
- Attend the conference, if applicable. (i.e.: GuestX, VenueConnect, etc.)
- Complete any assignments by pre-determined deadlines.
- Communicate any challenges/concerns early to the chair and/or management liaison.
- Undergo training on Coherent Governance by reading the book “Good Governance is a Choice.”
- Maintain confidentiality of discussions and background materials.

Expectations of Volunteer Chairs:

- All expectations of volunteer members PLUS:
- Partner with the management liaison to lead the group to achieve assigned purpose/charge, creating a positive volunteer experience for all.
- Communicate any challenges/concerns early to the management liaison and/or Rosanne Duke, Director of Governance/Operations.

Expectations of Management Liaisons:

- Clearly communicate purpose/charge for the group.
- In partnership with volunteer chair, develop work plan to achieve purpose/charge.
- Along with chair, create a positive volunteer experience for all.
- Complete any assignments by pre-determined deadlines.
- Take attendance and post minutes, preferably within 2 weeks of a meeting or conference call.