

## LSA Committee Chair Guidelines

LSA Board of directors adopted the following **Committee Chair Guidelines/ Flowchart**. Your elected officials and board members are responsible for governing (steering) the Academy. The Board's focus is financial stability, legal direction, and strategic planning. The Executive committee consisting of the 4 elected officers and the skating director, will manage non strategic or executive oversight such as ongoing activities plus legal, financial, and personnel responsibilities. The Executive Committee as overseers of all the committees and activities will meet and prepare proposals for the board to address as needed. By referring to the flow chart you can discover who oversees your committee.

As a committee chair you will be asked to do the following:

- Fill out and submit your **Committee Profile Form** (enclosed) to your oversight person and a copy to the president. This form includes your annual goals and your working calendar. Make a copy to keep in your committee binder.
- Submit an annual report as indicated on the Committee Profile Form
- Manage committee finances with extreme care.
- Keep a financial spreadsheet recording all income and expenses. If money is collected turn it over to LSA Treasure ASAP for deposit. If a cash box is needed for an event make arrangements with the LSA Treasurer.
- Reimbursements for supplies must be well documented with receipts. They can be placed in an envelope for the treasurer and placed in the LSA box at Iceland or emailed to the Treasurer and bookkeeper, Lisa Hall.
- Maintain a detailed binder of your committee which can be passed on to your successor when the time comes for a smooth transition.
- Report to your oversight person monthly (see flowchart) so they can present any issues, concerns, updates to the Exec. Comm. Even if to say "all is well".

The list of LSA Committee Chairpersons and their email addresses will be posted on the LSA website. If a member has a question or an issue the chairperson should make every effort to address it. Should assistance be required contact your overseer. If they cannot resolve the issue it will be presented to the Executive Committee. LSA also has a Conflict Resolution Policy that is available on the website.

I hope you find this helpful in giving you some guidance, direction, and support in fulfilling you duties as chairperson.

Sincerely,

LSA Executive Committee

2014