**Purpose Scope Objective:**

The purpose of this document is to provide guidance on the role and responsibilities of the position of Chapter Operations Management Tool Chair for current and future Chapter Executive Committee members.

**Roles and Responsibilities:**

The COMT Chair has the primary responsibility of documenting Chapter plans and efforts throughout the year utilizing the electronic tool provided by Society.

Three of the top key elements to success of this Executive Committee position include:

* + Continually plays down egos, even when engaged in passionate discussions and decisions
	+ Contribute significant voluntary time and effort to make the Chapter successful
	+ Act as a steward of the Chapter’s finances, committing resources with purpose and judgement

The COMT Chair has the responsibility to:

1. Take the appropriate web-based training for the position of COMT Chair as prescribed by Society on the ASSP website
2. Attend Society Leadership Conference in October (funded by the Chapter) to better understand the roles and responsibilities as a Chapter COMT Chair if not previously attended
3. Attend the monthly Executive Committee meeting to participate in discussions and decisions, and create a record of Chapter plans, activities and results for reporting to Society in August of each year

**Procedures:**

On a regular basis add information into the tool and update the Executive Committee on progress monthly.

Prepare for the year end drawing to be held at the December general meeting (see BCOG 31 Year End Drawing).

**Resources:**

Society Website

Society Tool

Chapter Executive Committee

Chapter Website

**Continuous Improvement:**

This document will be reviewed and updated or marked up annually by the COMT Chair and submitted to the Long Range Planning Chair at the annual Executive Committee transition meeting.