

Specific Duties and Responsibilities of LEC Committee Chairs

- Take direction from the president, or other designated LEC officer.
- Show initiative in seeking out the issues particular to the committee.
- Once issues are identified, decide who on the committee should be asked to pursue them. Be sure to give committee member clear direction and any possible benchmarks for completion.
- Within a reasonable time, follow up with the committee member on the assigned task.
- If the task has not been completed, decide whether to assign it to someone else or ask the committee member what assistance is needed.
- Mentor the committee, provide training (if applicable), contact them regularly, give them the opportunity to ask questions and, if mistakes are made, help them learn through those mistakes.
- Provide feedback, rewards and appreciation for committee members.
- Report progress and/or needs to LEC officer/ designated officer on a regular basis.