CHAIR
Responsible to: DAI

Job Description:

- Maintain and/or expand diverse Executive Committee and Work Group membership
- Serve as liaison for Executive Committee to Steering Committee and Work Groups
- Develop Executive Committee agenda with input from other Committee member and DAI membership input
- Serve as moderator of Executive Committee meetings (and stay 15 minutes after meeting to network and evaluate meeting)
- Contact and coordinate with members about Executive Committee responsibilities
- Represent the DAI in the community (with staff assistance)
- Lead DAI strategic plan development and implementation
- Employ continuous quality improvement practices, whenever possible (e.g., best practices in coalition management, strategic plan progress monitoring, etc.)
- Work with Vice-Chair, Secretary, Treasurer, and Work Group leadership to oversee and coordinate duties, as needed, delegating whenever possible and appropriate
- Employ effective, respectful meeting management practices: deal with members and staff fairly, sensitively, and confidentially; promote collaboration, conflict resolution and decision-making; and be open to diverse opinions and points of view

Time Commitment[1]:

- Approximately 3 hours per month
- Attend Executive Committee meetings, Work Group meetings (as deemed necessary and beneficial), and other DAI meetings and events
- One-year availability for Chair, plus one year as Vice Chair and one year as Past Chair

Qualifications:

- Ascribe to DAI mission, goals, and bylaws
- Possess strong leadership and organizational skills
- Proficient in Microsoft Office and general computer skills
- Be familiar with or willing to learn principles of parliamentary procedure (if required)

[1] Time commitment for each position will need to be revisited once the initial Executive Committee is formed and does its initial planning.