

IEC National Committee Chair Position Description

DESCRIPTION

- The IEC Committee Chair is a key leadership role responsible for guiding the work of a national committee in alignment with IEC's mission, bylaws, and strategic priorities.
- As an integral part of IEC's leadership structure, the Chair collaborates with staff, volunteers, and the National Board to advance IEC's goals and initiatives.

REPORTS TO: IEC National Board of Directors via the IEC President and assigned staff liaison.

TERM: One-year term serving from January to December, renewable annually upon reappointment by the IEC President.

TIME COMMITMENT

- Lead monthly virtual committee meetings (usually 60 minutes; varies depending on committee goals and deliverables)
- In-person committee meetings during IEC National events:
 - Business Summit
 - SPARK
- Meeting preparation and follow-up with staff liaison
- Occasional participation in cross-committee and strategic planning meetings

GOVERNANCE

The IEC Bylaws and Manual of Procedures govern all volunteer roles and take precedence over these guidelines. For more information, refer to these documents at ieci.org/about/governance-docs.

RESPONSIBILITIES OF THE CHAIR

Committee Leadership

- Provide clear direction and ensure the committee operates effectively and fulfills its purpose
- Chair all committee meetings and conduct them using *Robert's Rules of Order*
- Create an inclusive environment that encourages engagement and collaboration
- Address conflict or unproductive behavior when needed

Strategic Alignment

- Understand and uphold [IEC's bylaws, policies](#), and strategic pillars:
 - Apprenticeship & Education
 - Membership & Chapters
 - Workforce Development
 - Government Affairs
- Come prepared for each committee meeting and lead discussions and activities that support the goals of the committee

Operational Oversight

- Collaborate with the staff liaison to:
 - Develop meeting agendas and distribute materials in advance (agendas one week in advance; follow-up within 48 hours)
 - Track and advance progress on initiatives and deliverables
 - Maintain consistent and timely communication with committee members
- Evaluate the committee's progress and accomplishments at year-end, identify successes and challenges, and recommend improvements for the future

Board and Leadership Engagement

- Maintain communication with National Board liaisons and the National Board
- Report on committee progress and recommendations as requested, usually quarterly
- Participate in annual and ad-hoc leadership meetings as needed with other committee chairs and steering committee/strategic pillar leads

Budget Planning

- Identify funding needs for committee initiatives
- Collaborate with the staff liaison to develop and submit an annual committee budget for review by the Finance Committee and Board of Directors

BENEFITS OF SERVING

Leadership Development: Strengthen your leadership, meeting facilitation, budget planning, and project management skills.

Strategic Impact: Play a key role in shaping the direction of the committee and contributing to IEC's overall mission.

Professional Visibility: Elevate your professional profile and credibility through visible leadership within a national association.

Networking: Build meaningful connections with IEC leaders, peers, and industry professionals.

Travel Support: Receive complimentary hotel accommodations (room and tax only) for IEC events, as outlined in the IEC Reimbursement Policy, for committee chairs.

- Business Summit – 2 nights
- Policy Conference – 1 night
- SPARK – 2 nights

For questions please contact communications@ieci.org.