

Discussion Points on the Role of the Chair

Generally:

- Presides over the meetings
- Coordinates meeting agendas with Staff Liaisons
- Represents the committee at City meetings or functions
- Ensures, along with Staff Liaison, that committee functions in accordance with the *Rules of Procedure for Advisory Committees, Boards and Commissions Created by Ordinance and Appointment of the Olympia City Council*.

In maintaining an effective committee:

- Leads the committee, ensures that it is able to carry out functions effectively
- Keeps a watchful eye on member attendance, preparedness and participation
- Communicates with committee members about concerns with attendance, preparedness or participations
- Ensure respectful and open dialogue at committee meetings
- Helps committee members arrive at comprise on difficult issues or discussions
- Maintains a good relationship and open communications with Staff Liaisons
- Understands when concerns rise to the level of General Government Committee attention