



SAL NATIONAL INTERNAL AFFAIRS COMMISSION – ROLES – RESPONSIBILITIES - EXPECTATIONS

The purpose of this document is to clearly articulate the different roles, responsibilities, and expectations of the SAL National Internal Affairs Commission and the duties each role/person is responsible for.

Title	Role	Name
<p>Chairman & Vice Chairman</p>	<p>You are the individual(s) who presides at a meeting of the SAL Internal Affairs Commission. As Chairman or Vice Chairman, your primary responsibility is working with your members and carrying out the projects from development to successful implementation. Including all aspects of Membership, Convention and MT&D and work toward continuous improvement of SAL National Structure and Governance Documents.</p> <p>As volunteers, your commission members and you have limited time and resources only to accomplish a maximum of two goals or projects each administrative year.</p>	
<p>Chairman & Vice Chairman Responsibilities</p>		
<ul style="list-style-type: none"> • Monitors the overall progress of his commission at a high level. • Establish timelines and agendas for monthly meetings. • Schedule and preside over monthly meetings. • Garners support for the project at the executive level. • Ensure that the minutes of every meeting are taken and distributed to the NEC Liaison for distribution. • Actively manages, communicates, and mitigates project risks, issues, and escalates when necessary. • Manages the expectations of project leadership and stakeholders throughout the project. • Provides detailed project planning documentation (Status Reports, Schedule, Budget, etc.). <p>Vice Chairman:</p> <p>In addition to you filling in where needed for the Chairman, you are responsible for the “operations” and tactical portion of the committee/commission. Work with the Scribe to ensure the agenda is sent out a week prior to the meeting, minutes are taken and submitted and any resolutions, working documents and addendums are included in that submission.</p> <p>You will also keep the roster of the Committee/Commission. Not only the names and updated contact information but also the unique skill sets and assignments given to the members. You will be the ‘whip’ and “wrangler” to keep the committee on task toward its goals and objectives.</p>		

Title	Role	Name
Members	<p>The members of the commission are the team to deliver the project and champion the cause throughout the project. Typically, all members of the commission shall be assigned a relevant area of responsibility that will be affected by the outcome of the project.</p> <p>Members shall be continually involved, including assisting with defining the project and actively reviewing the progress.</p>	
Member Responsibilities		
<ul style="list-style-type: none"> • Participates in the responsibility for the success of the commission. • Commitment to promote tasks from other key stakeholders. • Assures availability to participate in essential project tasks that are assigned by chairman. • Help facilitate organizational level problem solving and ensures risks/issues are resolved. • Supports the Chairman, when dealing with business and operational matters. • Attend all meetings called by the SALNEC or the chairman • Provides advice, risk related communication or feedback for the project including functional requirements, deliverables, or other issues. • May serve on a sub-group to guide the work of the project. • Execute tasks assigned by Chairmen in to forward objectives of the team 		



Expectations	Expectations of Commission	Expectations
	<ul style="list-style-type: none"> ● As a chairman or member of your commission, it is the expectation that inclusive leadership and administration of your project(s) be part of your activities during all meetings and activities between meetings. You are expected to bring a clear vision and recognize the value of different perspectives. ● You should approach leadership with a mindset of “power with” rather than “power over” and regularly includes others in planning and decision-making. Able to make and communicate difficult decisions in the best interest of the commission and the organization ● Attentive, empathetic leadership and participation: Enthusiasm and active participation for meeting and engaging with people. Ability to negotiate with other members and leaders especially when there are lines of difference. Listens closely to understand needs or concerns and takes steps based on that input. Respond/Reply to phone calls, texts, and emails within 24 hours of receipt. Takes pride in providing clear, helpful information. ● Proactive problem solving: Proactively develop solutions to challenges, including by constantly looking at big-picture progress on the program(s) and by flagging any potential upcoming challenges in your commission overall. ● Flexibility: Ready to take advantage of unexpected opportunities; adapts quickly as things change. ● Monthly Updates: The chairman or his representative shall provide a written monthly update to the NEC Liaison summarizing their commission activities. 	