



NATIONAL ASSOCIATION OF BLACK COMPLIANCE
& RISK MANAGEMENT PROFESSIONALS, INC.
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NABCRMP Committee/Workgroup Chair Responsibilities

- Workgroup/Committee Chairs/Vice-Chairs are appointed by the CEO/President on a first-come, first-serve basis and serve a **one-year term. Only members enrolled at the general membership level and above are eligible to serve as Workgroup/Committee Chairs/Vice-Chairs.** Additionally, Chairs/Vice-Chairs must demonstrate leadership skills, business acumen, knowledge in their substantive areas, and a passion for compliance, risk management & ethics.
- With the assistance of the Association, the Committee/Workgroup Chair develops a work plan for the upcoming year that will allow the committee/workgroup to discharge its responsibilities effectively and efficiently for the term. He or she plans agendas for committee/workgroup meetings to accomplish the committee/workgroup's goals for the calendar year.
- Chairs/Vice-Chairs are responsible for facilitating the engagement of workgroup/committee members by:
 - Holding committee/workgroup meetings at least bimonthly (every two months).
 - Sharing regulatory updates, events and training materials;
 - Facilitating discussion on relevant industry and committee matters;
 - Soliciting ideas/proposals for NABCRMP web programming, blog content, social media content, networking activities and membership program and initiatives
 - Encouraging use of membership benefits, tools and resources.
- The Workgroup/Committee Chair and staff liaison are responsible for keeping leadership and appropriate staff fully informed of workgroup/committee activities. Leadership will hold conference calls with Committee/Workgroup Chairs/Vice-Chairs at least bimonthly.
- Workgroup/Committee Chairs may be invited to a NABCRMP Board of Directors meeting to inform the Board of current committee issues and activities. This informal briefing serves as a good opportunity for two-way communication between the committee and the Board of Directors.
- The Committee/Workgroup Chair works with Association leadership to ensure that the work of the workgroup/committee is carried out in-between meetings. He or she maintains records and relevant information on workgroup/committee work to interact knowledgeably with committee/workgroup members and Association staff.

- The Committee/Workgroup Chair reports to the workgroup/committee on decisions of the leadership that may affect the workgroup/committee's work or activities.
- The Committee/Workgroup Chair evaluates the workgroup/committee's efforts and communicates accomplishments to the Association leadership.
- At the conclusion of each year, the Chair and staff liaison are expected to make recommendations to the President regarding the future work of the workgroup/committee.
- Workgroup/Committees may not commit to expenditure of funds and may not express opinions or represent positions in the name of the Association, unless specifically authorized by the BOD. In proposing a program or activity that may involve expenditure of funds, workgroups/committees must submit a program description and budget to the CEO for inclusion in the Association budget and approval by the BOD.
