

## Committee Chair Responsibilities

1. Work with KACAA sub district directors to reinstate/update district committee contact list
2. Prepare a report for the KACAA Winter Workshop and KACAA AM/PIC utilizing the fillable PDF report form available on KACAA website.
3. Compile activities happening under your committee program area across state by collaborating with your committee members (made up of district committee contacts).
  - a. List the district committee contacts on report form.
  - b. Report on new specialists or associates.
  - c. Send new specialists or associates that fall under your committee area a welcome note on behalf of KACAA and your committee.
4. Collaborate with specialists that relate to your committee to develop, advertise, or share extension programs, field demonstrations, plots or professional development opportunities.
  - a. Meet with department chairs and specialists to offer help/services from KACAA prior to Winter Workshop and AM/PIC.
  - b. Be on planning committees for state/university sponsored field days.
5. Share information and activities under your committee that comes from NACAA.
  - a. Take initiative to contact national chair. National contact can be found at <http://www.nacaa.com/committees/>.
6. Mentor new specialists that relate to your committee by providing program ideas, input, direction and feedback (semi-annual meeting)
  - a. Send new specialist a card or note as outlined in #3.
7. Lead effort to provide agent input and direction when specialist vacancy occurs related to your committee.
  - a. Bring vacancy to attention of KACAA Executive Committee.
  - b. You may be contacted by Extension Director about vacancy.
  - c. Meet with your subcommittee members to discuss vacant position.
  - d. You may need to possibly draft letter of position justification. Send to KACAA Executive Committee for approval.
  - e. You may be asked to sit on selection committee for vacant specialist position.
8. Provide direction to specialists and department chairs on needed publications, programs or collaboration.
9. Develop relationships with department chairs and specialists related to your committee so they have opportunity to seek input from KACAA, make requests from KACAA, provide guidance or vice versa. These should be ongoing, mutual and respected relationships.