Job Descriptions – Council Chair and Vice Chair

HOPA Councils
The purpose of HOPA’s Councils is to efficiently manage and coordinate work that falls within the organization’s strategic pillars. The intention is to better coordinate the work between the various committees that fall within each strategic area, and to communicate opportunities and/or barriers to the staff and the Board. HOPA’s Councils are comprised of the Committee Chairs and Vice Chairs from each respective group. The groups meet quarterly to share updates, challenges, review the strategic plan, and opportunities for collaboration. All Councils report directly to the Board. Every volunteer group in the organization, including the Councils, will have a charter that outlines their purpose and goals for the current year. Some groups may have additional policies and/or procedures to follow depending on their scope of work. Staff liaisons are charged with arranging Council meetings and other administrative tasks, but the Council Chairs will lead all meetings and discussions.

There are five pillars of the organization. The first, Organizational Excellence, is foundational and overseen by the Board of Directors. Therefore, this pillar does not have a Council. Committees of the Board, directed by the Bylaws or outside of the four strategic pillars, are found here (ex: Finance Committee, Executive Committee, Governance Committee, etc). All remaining committees and subcommittees will report to one of the four Councils listed below:

- Education
- Professional Practice
- Research & Quality
- Advocacy & Awareness

Each category is broad but tied directly to a specific area of our strategic plan. Each Council will have an assigned Board Mentor to the Council Chairs and Vice Chairs, as well as any subsequent volunteer group within that council, to provide guidance, mentorship, and support. The Council Chairs will work with staff liaisons to create agendas and meeting materials and they will lead the meetings. Councils will report on committee updates, and review the strategic plan to ensure progress.

Role of Chair
Individuals serving in the role of the Council Chair are required to have previously served as a Committee Chair. In their role they will:

- Coordinate calls/meetings of the Council with the help of the staff liaison(s)
- Work with staff liaison(s) to develop meeting agenda(s) that are distributed one week in advance of meetings
- Have a solid understanding of the goals and charter for the Council
- Manage Council member participation remediation as needed
- Report Council activities to the Board of Directors annually, and as requested
- Provide direction to Committees within the Council based on the approved charters
- Provide an annual year-end report with recommendations for improvement, accomplishments, insights, and suggestions for future leaders for the organization and/or committees/Council
- Provide supporting materials to help facilitate meetings/discussions, with the support of staff
• Provide onboarding for the Council and Committees, including a review of the strategic plan and committee policies at the start of the committee year
• Work with the Board Mentor, staff liaison, and Council Vice Chair to recommend a Vice Chair candidate for the next committee cycle
• Work closely with staff and Board Mentors as needed

Role of Vice Chair
Individuals serving in the role of the Vice Chair are required to have previously served as a Committee Chair within the pillar in which they are applying. In their role they will:
• Work with the Board Mentor, staff liaison, and Council Chair to recommend a Vice Chair candidate for the next committee cycle
• Assist the Chair with coordinating calls/meeting of the Council
• Fulfill the duties of the Chair in their absence
• Have a solid understanding of the goals and charter for the Council
• Support the Chair to provide direction based on the Council charter and goals for the year
• Work closely with staff and Board Mentors as needed
• Ascend to the role of Chair after 1 year