

Universal Chair functions

- Appoint Committee members
- Attend District (or other) training opportunities for leadership and your committee's development
- Oversees committee functions (goals, budget, activities, work)
- Formulates a budget prior to the beginning of a fiscal year
- At the Request of the chair's Board Director, present the committee's budget requests and plans to the Board.
- Sets monthly meetings (more frequently as needed) and contact the Webmaster for posting on the Club calendar
- Prepares and sends a [*Meeting Agenda*](#) in advance to committee members, along with minutes of previous regular meeting
- Assigns activities and requests to Director and possibly Board