

DRAFT January 10, 2005

REGIONAL PARTNERSHIP COMMITTEE

Roles and Responsibilities of the Chair

Conduct and preside over the Regional Partnership Committee meetings.

Coordinate meeting agenda with the Regional Director

Respond to inquiries from club members and agencies concerning the business of the RPC and the Mid-Atlantic Region

Deal directly with the committee members on matters pertaining to the business of the committee.

Interface with the staff at the Mid-Atlantic Regional office

Investigate and debate issues presented to the committee for discussion at committee meetings or delegate to an ad hoc committee

Recommend courses of action, policies, use of funds ,and priorities, to the Stewardship Council

Oversee and or delegate special projects as deemed necessary by the committee

Set up ad hoc committees to investigate issues and make recommendations

Receive information from volunteers and convey information on a timely basis to committee members or staff, or agencies.

Interact and communicate with several state agency partners

Recognize the organizational structure of ATC and its operation.

Evaluate information for action by Chair, committee or staff

Recognize the individuality of the clubs

Be able to respond and act on a timely basis.

Manage consensual decision-making and choice, put the emphasis on teamwork

Be informed on matters pertaining to the Mid-Atlantic Region

Knowledge of public/private management system of the Appalachian Trail Conservancy

Desirable Leadership and Personal Characteristics that will enhance the role of the Chair:

Be able to achieve closure in discussions without alienating others

Be able to work in an advisory/volunteer environment

Deal with stressful situations during discussions with humor or diffusion

Be able to delegate assignments to others

Maintain control during discussions in a friendly or humorous manner.

Recognize input from all members

Learn not to take responses as personal attacks.

Be in charge, listen, be assertive but be tolerant of the opinions of others without belittling the person.

Use good timing in interpersonal relationships; know when to ask questions,

Provide vision, create strategies, motivate, and inspire

Maintain perspective

Be able to plan, and be well organized

Develop fairness, do what you say you will do

Be impartial, have respect for others, recognize the abilities of others

Understand consensual decision-making and choice, emphasis placed on teamwork,

Be socialable, friendly, and supportive,

Encourage participation,

Avoid conflict by diffusing the situation or making an alternate suggestion

Be a good listener