

Job Description for the Subcommittee Chairs

QUALIFICATIONS FOR SUBCOMMITTEE CHAIRS:

- Understands group processes and consensus-building; has facilitation skills or is willing to learn
- Organized and able to address details such as timelines, collection of data, and interpreting information
- Open-minded, visionary, a creative thinker
- Able to go beyond *describing* the SEO's work to engaging in *reflection, evaluation, and prioritization*
- Has particular knowledge or expertise about one of Middle States Commission on Secondary Schools Standards for Accreditation of Supplementary Education Organizations
- Is well-respected by the SEO community; a decision-shaper
- Is flexible and willing to work hard
- Cares about the SEO and its future
- Has the temperament to "lead and listen" to ensure that all suggestions and contributions by subcommittee members are heard

JOB RESPONSIBILITIES OF THE SUBCOMMITTEE CHAIRS:

- Develops, organizes, and implements a rigorous timeline for completion of the self-study process of the subcommittee
- Convenes and runs meetings as needed; keeps records of what has transpired in those meetings
- Ensures that subcommittee members are thoroughly knowledgeable of the contents of the Organizational Profile and the Philosophy, Mission, Beliefs, and/or Objectives section; these sections should be regularly consulted as the subcommittee evaluate their respective areas
- Leads self-study committee members to reflect on what does and does not work well, to evaluate strengths and areas for improvement, and to prioritize findings
- Ensures that the self-study information is based on information gathered and the needs of those in the SEO community
- Solicits input from other stakeholders as needed
- Ensures that the efforts of the self-study committee are communicated regularly to the Steering Committee and various stakeholder groups