

Committee Overview

Committees play an integral role in advancing the mission and goals of the society.

Committees supplement the work of the Executive Council and staff. They provide the knowledge, time and resources that the Executive Council and staff may not have.

It is the President's duty to appoint committees. Committee chairs and members serve one-year terms.

Committees meet a minimum of four times per year (January-December) via Zoom. Meetings last no more than one hour.

Committee chairs spend an average of four hours per month on committee work while committee members spend an average of two hours per month on committee work.

Committee Chair

An effective committee requires an effective chair. The chair sets the tone and it is critical that they understand the big picture and communicate expectations.

- Work with the President, Division Trustee, Executive Director and staff liaison to plan the committee's goals and strategies
- Plan a calendar of meetings
- Develop the meeting agendas and organize any supporting documents
- Lead committee meetings – encourage discussion, creative thinking, analysis and implementation of strategies to meet goals
- Communicate effectively and concisely and have the willingness to listen to input and ideas from others
- Send out a meeting recap along with any action items to committee members after each meeting
- Assign tasks to members and track their efforts
- Stay in contact with committee members
- Monitor the committee's progress and share updates by submitting a committee report upon request for inclusion in Executive Council meeting consent agenda (4x a year)
- Evaluate committee effectiveness at mid-year and year-end
- Work with assigned staff liaison

Committee Members

Members of a committee bring their own unique perspectives and resources to achieve the committee's goals.

- Understand the purpose of the committee and carry out its responsibilities
- Offer input and ideas while respecting the perspectives of others
- Attend all committee meetings. If you cannot attend a meeting, notify the chair in advance.
- Prepare for each meeting by reviewing the agenda and any supporting documents; ask questions to the chair and staff liaison in advance.

- Complete tasks assigned to you by the chair on a timely basis
- Be responsive to committee communications
- Take an active role in supporting all the society's activities and events and promote participation and attendance to others

Staff Liaison

Each committee is assigned a staff liaison. The role of a staff liaison is to be a resource and encourage progress. The staff liaison should be viewed as a credible resource – not an appointed secretary. To be a successful committee, a two-way channel of communication between the committee and staff liaison is essential.

- Work with the committee chair to schedule Zoom meetings
- Send out meeting notices and reminders
- Work with the committee chair to develop effective agendas and any supporting handouts
- Keep the committee's work on track and focused on its purpose and goals
- Understand the strategic plan to ensure that the committee's work "fits" within the plan
- Adhere to the society's policies and bylaws
- Complete tasks as needed
- Assist with committee meeting recaps as needed
- Keep records for the committee

Committee Purposes

Administrative Affairs – oversee partnership program, district communication, and society's policies and procedures.

Continuing Education – develop the continuing education program for the Virtual Seminar and Spring and Fall Congress.

Diversity, Equity and Inclusion – work to make optometry in North Carolina more diverse and inclusive.

Grassroots – strengthen the legislative involvement and organization of members.

Investment – monitor the society's investment portfolio.

Membership – recruit/retain members and continually monitor member needs and evaluate the value of membership.

Public Affairs – promote optometry in the state of North Carolina.

Third-Party – serve as a resource to members on third-party/insurance questions, problems or concerns.

Young ODs – connect, retain, and serve optometrists 10 or less years in practice.