

AMS Commission on the Weather, Water, and Climate Enterprise Board Chair Position Description

Purpose

This document describes the responsibilities and duties of the Board Chairs within the Commission on the Weather, Water and Climate Enterprise (CWWCE); it is supported by a companion document that describes the responsibilities of Committee Chairs. The CWWCE whose work is carried out through Committees and Boards has a charge to (1) provide appropriate opportunities for frank, balanced discussions on points of contention or concern across the enterprise, (2) educate policy makers on the value and operations of the enterprise, and (3) develop and implement programs that foster advancements in science and services.

Responsibilities

- 1) Committee Chairs report to Board Chairs and the Board Chairs in turn report to the CWWCE Commissioner. All Chairs should follow professional standards as outlines in *Article XII. Guidelines for Professional Conduct* in the *AMS Constitution and Bylaws*.
- 2) Serve on the Executive Committee of the Commission providing strategic and tactical direction to the Commission. See the [AMS Organization Procedures](#)
- 3) Hold regular meetings of the Board at least quarterly. As schedules permit, hold a face-to-face meeting at the Annual Meeting. AMS Staff will provide the opportunity to arrange conference rooms at the Annual Meeting several months in advance.
- 4) Provide oversight and guidance to the committees of the Board. It is recommended the Board Chair reach out to their Committee Chairs on a regular basis by phone or email, at least quarterly.
- 5) Establish ad-hoc committees of the Board as needed after consultation with the Commissioner. These may include program committees for events under the Board's purview.
- 6) Maintain current memberships within the Board and oversee the membership process of committees of the Board. See [schedule].
 - a. For the Board membership, lead the yearly process by which the membership is either renewed or new nominations are provided to the Commissioner.
 - b. For Committee membership, work with the Committee chairs as they identify members for the committee. Review Committee nominations and send all committee nominations to the Commissioner.

- 7) Maintain current Terms of Reference (TOR) for the Board and work with Committee Chairs to maintain their TORs. TORs are reviewed at a minimum every three (3) years, but can be updated through the Commissioner with Council approval at any time.
 - 8) Provide a two page mid-year and final report on the activities of the Board and its committees to the Commissioner. All reports should be in Word (not a .pdf) to allow reformatting for the Council report. See [schedule].
 - 9) Maintain the Board web site. This is an important activity given AMS' commitment to transparency and allows the Commission to submit a streamlined mid-term and annual report. The Chair is encouraged to appoint a member to be responsible for this duty.
 - 10) Administer the selection of the CWWCE Award for outstanding service to the Board and oversee the selection of nominations for committees of the Board following the Terms of Reference. This optional award is to given once per year for each Board and Committee. See [schedule] and [award guidelines].
 - 11) As requested and as time and responsibilities permit, serve on Ad Hoc committees for the Commissioner.
 - 12) At the request of Council, lead the initial effort in the AMS Statement review process. This effort entails development of a précis, and possibly assisting in the process to review and revise any statements.
 - 13) Provide support to Commission meeting/workshop/symposia planning committees by directing them to on-line resources and appropriate AMS support staff.
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