

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

Purpose

This document describes the responsibilities and duties of the Committee Chairs within the Commission on the Weather, Water and Climate Enterprise (CWWCE). The CWWCE whose work is carried out through Committees and Boards has a change 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 implementing 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) Maintain current memberships within the Committee. Lead the yearly process by which the membership is either renewed or new nominations are provided to the Commissioner.

The first email reminder will be sent by the Commissioner around 15 July, with all nominations into the Board Chair by 1 October.

3) Maintain current Terms of Reference for the Board or Committee. Terms of Reference are reviewed at a minimum every three (3) years, but can be updated through the Board Chair and Commissioner with Council approval at any time.

4) Provide a one page mid-year report to the Board Chair, no later than July 31. All reports shall be in Word (not a .pdf) to allow reformatting for the Council report. Provide an update to this report by Nov 1.

5) Maintain the Committee or Board web site. The Chair is encouraged to appoint a member to be responsible for this duty.

6) Administer the selection of the CWWCE Award for outstanding service to the committee following the Terms of Reference. This optional award is to be given no more than once per year. Selection of recipient shall be provided to the Board Chair by Oct 1.

7) As requested, serve on Ad Hoc committees for the Commissioner.

8) 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.

9) It is recommended the Chairs reach out to their Committees on a regular basis, at least quarterly. In addition, activities can include face-to-face meetings at the Annual Meeting. AMS Staff will provide the opportunity to arrange conference rooms at the Annual Meeting several months in advance.

Yearly Deadlines of Interest or Action

31 July	Mid-year report due to the Board Chair
15 August	Board Reports due to the Commissioner
1 September	Commission reports due to Council
1 October	Committee membership actions due to the Board Chair For committees that chose to participate, the CWWCE award nominee recipient is due to the Board Chair.
1 Nov	Update the mid-year report for incremental activities
30 Nov	Board reports due to Commissioner
15 Dec	Commission report due to Council