

POLICY CHAIR
Job Description

Term:	2 years desired
Time Commitment:	Average 2 hours per month
Skills Needed:	Legal or policy background, critical thinking skills, good judgment, maintains confidentiality
<i>Please know that in this role you are always supported by MEF Leadership, which includes the Executive Director (ED) and President(s), and you are encouraged to bring in a committee if you would like the additional support. If you would like to refine or expand any of the responsibilities noted below, please reach out to the ED.</i>	

The Policy Chair will review policies of the organization to ensure they are accurate, current, consistent, and effective. Review will take into consideration current bylaws of the organization as well as California Nonprofit laws and considerations. The Policy Chair will also collaborate on the creation of new policies, guidelines, and other documents for the organization as needed.

Responsibilities

- Review policies of the organization, including bylaws, on a regular and proactive basis
- Collaborate with relevant board and committee members on policy creation

Meetings Attended

Monthly:

- MEF Board Meetings

As Needed:

- MEF Strategic Planning Meeting