

**GRAND RIVER CHAPTER**

Policy:	D.1
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Approved:	
Revised:	

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**Committee Chairs**

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**PURPOSE:** The committee chair shall be responsible for managing and supervising the activities of the committee assigned by the Board of Directors.

**POLICY:** The chair shall preside over all meetings and shall at his/her sole discretion, determine the appropriate notice, agenda and meeting forum of the committee he/she is responsible for.

The chair will appoint a record keeper to record minutes of each meeting to be provided to the CCI-GRC office for the files.