

### **DMSF Committee Role Descriptions:**

**Board Sponsor:** This person is the escalation point for questions that the Chair may have or approvals that are needed for certain tasks.

**Committee Chair:** This person is in charge of the committee planning and execution. This position reports to the Board Sponsor and should bring any questions or items for approval to the Board Sponsor. This position should plan to deliver a short update at monthly Board meeting (a delegate or the Board sponsor could deliver the Chair's update if the Chair is unavailable for the Board meeting). This position should hold regular meetings of the committee members throughout the year, as needed, and should delegate certain tasks to the various committee members as desired.

**Committee Members:** Attend committee meetings and assist with planning and execution.