



Position Description Chair or Vice Chair of the Family Advisory Council (FAC) or Subcommittee

Position Title: Chair or Vice Chair of the Family Advisory Council or Subcommittee

FCC Level: 4

Issue Date: 10/2014

Objective: Serve in a leadership position on a Family-Centered Care committee and works directly with the Family Centered-Care Director, other committee members and appropriate St. Jude staff

Hours: Varies by committee

Qualifications:

- Adult, former or current St. Jude patient, caregiver or family member
- Previous or current experience as a member of the committee requiring a chair or vice chair role (or equivalent experience)
- Previous volunteer or leadership experience helpful
- Commitment to at least two years of service
- Ability to use email and manage documents/attachments effectively
- Maintain functioning access to internet service

Training: Successful completion of Volunteer Services and FCC orientations and other onboarding activities as requested, annual volunteer and FCC training.
Successful completion of additional training activities as indicated by the needs of the FAC

Competencies:

- Maintain all competencies of the FAC or other subcommittee/committee position description and additionally:
 - Able to coordinate the function of the committee including delegation to and coaching of committee members
 - Assure committee goals are supportive of the FAC strategic plan
 - Able to manage a project effectively

Responsibilities:

- Maintain all responsibilities of the FAC or other subcommittee/committee position description and additionally:
 - Maintain minutes and report outcomes of projects to the FAC or other committee as indicated
 - Coordinate efforts of the subcommittee/committee to assure successful completion toward goals

I have received a copy of my position description and have had the opportunity to ask questions. I have read and understand my role and responsibilities as a_____.

Signature

Date