

**\*\*\* ADDITIONAL COMMITTEE MEMBER DUTIES\*\*\* 07-05-14**

- 1) ALL CHAIRPERSONS WILL SUBMIT A WRITTEN REPORT WHEN APPROPRIATE OR WHEN ABSENT
- 2) IF YOU CANNOT ATTEND A MEETING, IT IS YOUR RESPONSIBILITY TO GET YOUR REPORT TO THE MEETING
- 3) IF YOU MISS 2 MEETINGS WITHOUT SENDING A REPORT OR CONTACTING CHAIR OR CO-CHAIR YOUR ABSENCE SHALL BE CONSIDERED AS RESIGNATION OF YOUR POSITION AS A CHAIRPERSON WILL BE CONSIDERED AS **OPEN**. HOWEVER YOU WILL NOT BE REMOVED FOR THE COMMITTEE
- 4) IF YOU RELAPSE YOU WILL BE REQUIRED TO RESIGN AS A CHAIRPERSON BUT MAY REMAIN ON THE COMMITTEE, ALSO YOU MUST TURN IN ALL YOUR NOTES, PAPERWORK, ETC..
- 5) ALL CHAIRPERSONS & COMMITTEE MEMBERS SHOULD HELP CLEAN UP, SET UP, ETC.. AT ALL THE PRE-CONVENTION EVENTS
- 6) MAINTAIN A NOTEBOOK / FOLDER FOR YOUR POSITION & BRING IT TO EVERY MEETING
- 7) EACH COMMITTEE MEMBER SHOULD BE PREPARED TO TURN HIS/HER FILES OVER TO THE NEXT COMMITTEE CHAIRPERSON
- 8) EACH COMMITTEE CHAIRPERSON NEGOTIATES CONTRACTS FOR THEIR COMMITTEE WITH CONVENTION COMMITTEE APPROVAL BEFORE THEY ARE FINALIZED
- 9) ALL DECISIONS MUST HAVE CONVENTION COMMITTEE APPROVAL
- 10) BE AT CAMPGROUND FROM SET UP TO CLEAN UP (Thurs until Sun when everything is done)
- 11) OBTAIN FLYERS FROM PUBLIC INFORMATION CHAIRPERSON AND TAKE WITH YOU WHEN GOING TO OTHER CONFERENCES/CONVENTIONS AND/OR OUT OF TOWN MEETINGS.
- 12) PRESENT THEMSELVES IN A GOOD MANNER TO THE RECOVERY COMMUNITY
- 13) NEGOTIATES CONTRACTS AND BRINGS TO COMMITTEE FOR APPROVAL
- 14) PROMOTES PRE-CONVENTION EVENTS, CHECKING FOR FLYERS, ANNOUNCING EVENTS AT MEETINGS, etc
- 15) KEEPS CHAIRPERSON INFORMED OF ALL PROGRESS AND ARRANGEMENTS
- 16) SOLICIT ITEMS FOR RAFFLES AS INDICATED
- 17) SAVE COFFEE CANS ALL YEAR TO BE USED AS "BUTT" CANS AT CONVENTION
- 18) PRESENTS THEMSELVES IN A GOOD MANNER TO THE RECOVERY COMMUNITY
- 19) If you are unable to fulfill and complete your duties and are planning to step down you must contact the chairperson related to MMAAC or co-chairperson and return all and any materials
- 20) If you have previously "walked out" on a position without contacting the chairperson or co-chair & providing appropriate resignation you are not eligible for a chairperson position, however are able & welcome to be a committee member.
- 21) If the committee sees or believes you are not fulfilling your chairperson position per description the committee may by group consensus remove you from said position. You may however be able to & are welcome to remain as a committee member without chairing a position