

CHAIRPERSON 07-05-14

- 1) LEADS COMMITTEE
- 2) ASSISTED BY ONE OR TWO CO-CHAIRPERSONS
- 3) OVERSEES THE ENTIRE CONVENTION
- 4) COORDINATES THE WORK OF SUBCOMMITTEE CHAIRPERSONS
- 5) CALLS COMMITTEE MEETINGS WHEN NEEDED
- 6) CHAIRS COMMITTEE MEETINGS
- 7) PREPARES MEETING AGENDAS
- 8) COORDINATES THE ELECTION OF COMMITTEE MEMBERS AS/WHEN NEEDED
- 9) ARRANGES FOR INSURANCE FOR EVENT OR ENSURES OBTAINING IT
- 10) COORDINATES DEVELOPING THEME & LOGO FOR CONFERENCE
- 11) LEADS DISCUSSION FOR ALL CONTRACTS BROUGHT TO COMMITTEE BY SUB-COMMITTEES
- 12) CONTACT COMMITTEE CHAIRPERSONS WHO HAVE BEEN ABSENT WITHOUT NOTICE
- 13) SIGN SIGNATURE CARD FOR CHECKING ACCOUNT
- 14) KEEPS CLOSE CHECK ON ALL PHASES OF PLANNING AND PROGRESS
- 15) PARTICIPATES IN INDIVIDUAL SUB-COMMITTEE MEETINGS AS REQUESTED
- 16) ATTENDS AND ASSISTS WITH PRE-CONVENTION EVENTS
- 17) PROVIDES OPENING GREETING TO CONFERENCE AT FRIDAY & SAT. NIGHT MEETINGS
- 18) ATTENDS DISTRICT, INTERGROUP AND OTHER BUSINESS MEETINGS AS NEEDED TO PROMOTE SUPPORT FOR CONFERENCE
- 19) PREVIOUS M.M.A.A.C. COMMITTEE CHAIR POSITION OF AT LEAST 2 YEARS REQUIRED
- 20) SOBRIETY REQUIREMENT: 2 YEARS OF CONTINUOUS TIME OF BEING CLEAN & SOBER
- 21) ENSURES ROOM FOR NEXT MEETING PER AGREEMENT WITH ALANO CLUB
- 22) GREETES PARTICIPATES OF CONFERENCE INDIVIDUALLY BY BEING AT HEAD OF LINE FOR PIG ROAST
- 23) HOLDS KEY FOR MEETING PLACE FOR DURATION OF POSITION.
- 24) HOLDS EXTRA KEY TO P.O. BOX
- 25) ENSURES THAT IF A SOBRIETY TIME IS WAVED FOR ANY CHAIRPERSON POSITION THAT SAID PERSON WILL **NOT** RETAIN ANY MMAAC PROPERTY, ITEMS OR INVENTORY
- 26) ** SEE ADDITIONAL COMMITTEE MEMBER DUTIES***