

VOLUNTEER COORDINATOR 07-05-14

- 1) MAINTAINS A RUNNING LIST OF NAME & PHONE NUMBERS OF PERSON WILLING TO VOLUNTEER AT PRE-CONVENTION EVENTS AND AT THE CONVENTION ITSELF
- 2) COMMUNICATES WITH OTHER COMMITTEE MEMBERS AS TO THE AMOUNT OF ASSIST/NUMBER OR PERSONS THEY WILL NEED
- 3) MAINTAIN SCHOLARSHIP RECORD, COORDINATES SCHOLARSHIP PEOPLE
- 4) MAKES A SCHEDULE OF WHERE/WHEN SCHOLARSHIP AND VOLUNTEERS ARE NEEDED
- 5) SUB-COMMITTEE FORMATION
- 6) REQUIRES ONE YEAR OF CONTINUOUS TIME OF BEING CLEAN AND SOBER
- 7) PROVIDES OTHER COMMITTEE MEMBERS WITH VOLUNTEER SCHEDULE BY THURS. AM AT CONFERENCE
- 8) KEEPS CHAIRPERSON INFORMED OF ALL PROGRESS AND ARRANGEMENTS
- 9) MEETS WITH VOLUNTEERS / SCHOLARSHIPS DAILY AT CONFERENCE OR /AS INDICATED
- 10) ****SEE ADDITIONAL COMMITTEE MEMBERS DUTIES****