

COMMITTEE CHAIR: \_\_\_\_\_ COMMITTEE: \_\_\_\_\_

# CONVENIENT COMMITTEE CHAIR CHECKLIST

PLEASE USE THIS CHECKLIST TO ENSURE THE COMPLETION OF ALL YOUR RESPONSIBILITIES AS A COMMITTEE CHAIR. IF YOU HAVE ANY QUESTIONS, PROBLEMS, COMMENTS, OR IDEAS, PLEASE CONTACT THE COMMUNITY LEADER OR VICE PRESIDENT RIGHT AWAY.

## BE THE KIND OF LEADER YOU WOULD LIKE TO FOLLOW.

- Coordinate with Parent Advisor(s) \_\_\_\_\_ and \_\_\_\_\_ to plan event
- Set a date of at least one planning meeting
- Write and submit a club newsnotes article prior to the event to Reporter
- Give a report before the event at the club meeting
- Give a report after the event at the club meeting
- Give reminder phone calls or emails to all committee members or attendees prior to the planning meeting and event
- Attend the event you planned
- Record committee member's attendance
- Take photos of event for the club scrapbook and give to Historian
- Return the committee sign-up sheet to the Vice President with the names of the members who attended and helped using the Y/N (yes/no) column
- Submit any receipts to the Treasurer within a month of event
- SPEND ONLY WHAT IS IN THE BUDGET \$\_\_\_\_\_.

Turn this completed form in to the Vice President

AS THE COMMITTEE CHAIR, IT IS IMPORTANT THAT YOU PLAN AND ATTEND ALL MEETINGS RELATED TO YOUR EVENT. IF YOU CANNOT COMPLETE YOUR RESPONSIBILITIES AS LISTED ABOVE YOU ARE REQUIRED TO FIND A REPLACEMENT. ANY QUESTIONS? SEE COMMUNITY LEADER OR VICE PRESIDENT.

RETURN THIS 3C CHECKLIST TO VICE PRESIDENT BY: \_\_\_\_\_