

## CHAIRPERSON

The Chairperson should have a lifestyle and job situation that allows for ample dedication of time to the duties of this office. **This position is a 2 year commitment.**

### Standard Duties

- Maintain records and notes for the benefit of next year's office holder.
- Attend and participate in all Committee meetings.
- Understand that a Committee member may only incur one (1) unexcused, and two (2) excused absences and that a substitute may be sent without voting rights unless vote is in writing and the Chair is informed beforehand.
- The chairperson's purpose is to manage the Spring Fling conference to its fullest capacity and bring ideas, solutions and choices to the Committee for approval or denial. The Spring Fling Committee Chairperson will provide general leadership. It is the primary responsibility of each officer to provide specific leadership in their specific areas to initiate action to its successful conclusion.

### Officer Duties

- Organize an annual plan to include complete financial requirements and scheduling of timed events.
- Continually review the activities of all officers and assist them in coordinating the overlapping areas of responsibilities.
- Assist in establishing and resolving priorities. In many instances, a Committee Officer will be dependent upon one or more of the other officers to complete an action in order for them to complete their action.
- Present to the Committee the need to fill any vacancy in primary and back-up officer positions.
- Ensure all committee officers are performing duties in a timely fashion and that all appropriate reports and information are being presented to the Committee as a whole.
- Continually review the financial situation, in coordination with the Treasurer, and periodically check inventories of goods on hand (souvenirs, etc.).
- Prepare agenda for distribution at meetings to conduct the meeting.
- Update all guidelines as the need arises and as authorized by the Committee as a whole.
- Collect all sign requirements from all officers in December and arrange for contractor to create the signs.
- Function as the direct contact for the hotel management for items of business concerning contract commitments, room arrangements for speakers, room set-up details, and breakdown, color designations, decorations, dance set-up, etc.
- Please be aware that in signing contractual commitments, you are personally, financially responsible for meeting all contract commitments. Read and understand all contracts before you sign them.