YOUR JOB AS CLUB ADMINISTRATION COMMITTEE CHAIR

As club administration committee chair, you help your club run smoothly. Find detailed information in <u>Lead Your Club:</u> Administration Committee.

RESPONSIBILITIES	
ALL COMMITTEES	YOUR COMMITTEE
Attend your district training assembly	Plan your club's meetings, assemblies, and other activities
Working with the president-elect, select and prepare your committee members	Send member communications
Create subcommittees as needed (for example, club meeting planning, club newsletter and website, social events, attendance)	Facilitate connections among club members
Meet regularly and plan activities	Take attendance
Set committee goals to help achieve the club's goals for the year and monitor progress toward them	Maintain the club website and social media sites
Manage your committee's budget	
Work with your club's other committees and your district committee on multiclub activities or initiatives	
Report committee activities and progress to the club president, board of directors, and the full club	
Determine what else your club expects your committee to do	