

Action Committee Chairperson Job Description

Committee Chairperson is the primary liaison between the Action Committee and the Assembly and works closely with the Area Chairperson on matters related to the scope and functioning of the Action Committee..

Duties of the Action Committee Chair:

Traditionally the AC chair is elected from the members of their respective committee and serves a three year term. In addition Action Committee Chairs are full voice and vote members of the AWSC(through 2009). Co-Chairs or alternates may be elected at the discretion of the Action Committees

- Attend 3 Assemblies per year (March, July and November)
- Attend AWSC meetings during Assemblies and otherwise designated
- Support Area chair in setting Assembly agenda facilitate respective Action Committee meeting at Assembly, including setting agenda, developing appropriate sub committees, brainstorming projects related to scope of action committee, and gathering event chair/coordinator reports for Colorado Area Secretary
- Maintain current lists of action committee members and record of meeting minutes
- Facilitate communication between action committee members including coordinators, and event chairs assigned to respective action committee.
- Support event chairs/coordinators in his/her job duties.
- Maintain current Action Committee Chair Workbook for duration of the three year term for the next Chair
- Available to share experience strength and hope with future Action Committee Chair

Winter Assembly, 2007 motion passed to make Action Committees a permanent part of the Area 5 Assembly structure.

Winter budget meeting 2008 voted to budget monies for non-funded Action Committee Chairs to attend Assemblies. AWSC meeting,

Winter Assembly 2008 voted to give full voice and vote to Action Committee Chairs, through 2009.