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.***

☐ Met with Parent Advisor(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to plan event

☐ Set a date for at least one planning meeting

☐ Give a report before the event at the club meeting

☐ Give a report after the event at the club meeting

☐ Gave reminder phone calls or emails to all committee members or attendees   
prior to the committee planning meeting

☐ Gave reminder phone calls or emails to all committee members or attendees   
 prior to the event

* Attended the event you planned

☐ Recorded committee member’s attendance and gave to Vice President

☐ Took photos of event for the club scrapbook and gave to Historian

☐ Returned the committee sign-up sheet to the Vice President with the names of the members who attended

☐ Submitted any receipts to the Treasurer within a month of event

* how much did you spend $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

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 checklist to vice president by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_