

CLUB ADMINISTRATION COMMITTEE CHAIR JOB DESCRIPTION



As chair of the club administration committee, you help your club run smoothly.

RESPONSIBILITIES	
GENERAL	ADMINISTRATION COMMITTEE
Attend your district training assembly.	Help the club secretary with meeting logistics and attendance.
Working with the president-elect, select and prepare your committee members.	Help the club treasurer collect membership dues.
Create subcommittees as needed (e.g., club meeting planning, club newsletter and website, social events, attendance).	Organize interesting and fun club meetings and social events.
Meet regularly and plan activities.	Produce club communications, including your club's newsletter.
Set committee goals that align with and help achieve the club's goals for the year, and monitor progress toward those goals.	
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, the board of directors, and the entire club.	
Determine what your club expects of your committee.	