

## CHAIRPERSON'S DUTIES

1. Causes to send or sends out notices of all meetings to the delegate, alternate delegate, officers, coordinators and others members of area.
2. Calls and conducts all assemblies. Prepares and causes to be published the agenda for this assembly(s).
3. Calls election assembly to elect new delegate and officers. Coordinate with local DR and Convention Chair regarding facilities.
4. Calls and conducts meetings of the area WS committee. Prepares and mails agenda to all committee members prior to meeting. Coordinate with local DR regarding facilities for meetings. Arranges officer dinner on Friday night of NCWSC meetings. Attends Officer/Coordinator meeting on Friday evening.
5. If any officer other than the delegate resigns before the end of their term, the Chairperson appoints a past or current DR to fill the office temporarily. An assembly should be called as soon as convenient to elect a successor until the end of the term. If a coordinator resigns and no alternate is available to fill the position, the Chairperson may either appoint a coordinator or an election may be held at the next NCWSC meeting.
6. Shall supervise the activities of the officers and coordinators of NCWSA.
7. Creates any ad hoc committees as needed - appoints chair if not elected by NCWSC.
8. Attends the exchange meeting at both the beginning and end of term.
9. Attends the SW Regional Delegates Meeting annually, the SW Regional Service Seminar every 3 years and shall be reimbursed for costs.
10. May attend the NCWSA convention and NCWSA H&I Conference - there is no reimbursement for costs incurred.
11. May attend the WSC if the delegate and alternate delegate are not available to attend.
12. Prepares a written report for all committee meetings and assemblies, with copy to the 12-Stepper editor.
13. Prepare reimbursement reports, submit to Treasurer.
14. Prepare and submit annual budget request to Budget Chairperson.
15. As Chief Administrative Officer, approve all expenses and activities of the corporation as designated by the GR's and participate in any Complaint/Conflict Resolution Processes involving the members of NCWSC. Sign any other documents in the name of the corporation as authorized by NCWSA.
16. Maintain communication between all officers and coordinators as needed between meetings/assemblies.
17. Answer phone calls, questions, address problems as needed. Keep the Executive Committee informed of any problems that may be occurring within the area.
18. Be available for review by the Executive Committee.