

State Leadership Advisory Board Executive Offices

PRESIDENT:

- Presides over all meetings of the State Leadership Board
- Prepares an agenda for each meeting with other officers indicating what is to be accomplished during the meeting in consultation with Executive Director or CAS staff
- Delegates responsibility and sees that all members of the group are involved.
- Responsible for having all group deadlines met
- Oversees all committee work with respect to the Fall Conference
- Oversees all committee work with respect to the LEAD Conference
- Works to maintain positive atmosphere conducive to achieving committee goals
- Creates and submits to secretary all promotional material for the CAS Website with respect to these programs
- Creates and tracks project task lists for each program

VICE PRESIDENT

- Oversees all committee work with respect to the Spring Overnight Conference
- Oversees all committee work with respect to the National Conference/Summer Camp Trip
- Works to maintain positive atmosphere conducive to achieving committee goals
- Creates and submits to secretary all promotional material for the CAS Website with respect these programs
- Creates and tracks project task lists for each program

SECRETARY

- Takes minutes at all meetings and emails to CAS staff to be distributed to entire committee
- Checks roll at every meeting and reports absences
- Writes down suggestions and records group decisions
- Maintains files for each event.
- Collects and collates info for the CAS Website regarding upcoming events
- Collects and evaluates project task lists and track project progress visually for all members of the committee

COMMUNITY SERVICE CHAIRPERSON

- Develops the community service piece of each program.
- Works closely with other officers to coordinate the community service aspect of each conference and event.