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 to 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.