

Local Committee Chairperson

With the Local Executive Council (LEC) Officers

- Take direction from the LEC President through the designated LEC Officer
- Coordinate committee activities with the LEC Officers, the MEC Chairperson, and (if applicable) the AFA International Office.
- Attend Local Council and Local Committee Chairperson meetings as scheduled
- Report progress and/or needs to the LEC Officers on a regular basis, no less than monthly
- Request approval for expenses prior to incurring the expense from the LEC Officers. Provide expense receipts and complete an AFA Part-Time Expense Voucher (PTEV) or equivalent electronic expense report within thirty (30) days of incurring the expense and submit to an LEC Officer.
- Maintain files for the committee and transfer them to his/her successor

With the Local Committee Members

- Identify needs for additional Committee Members and communicate to the designated LEC Officer. Assist in recruiting and interviewing new committee members. Provide selection recommendations to the LEC Officers.
- Mentor the committee, provide training (if applicable), contact them regularly, give them the opportunity to ask questions and, if mistakes are made, help them learn through these mistakes
- Provide feedback, rewards, and appreciation for Committee Members
- Schedule, plan, and conduct meetings of the committee as necessary
- Show initiative in seeking out the issues particular to the committee
- Once issues are identified, decide who on the committee should be asked to pursue them. Give Committee Members clear direction and any possible benchmarks for completion
- Within a reasonable time, follow up with the Committee Member on the assigned task
- If the task has not been completed, decide whether to assign it to someone else or ask the Committee Member what assistance is needed

With the MEC Committee Chairperson

- Communicate regularly with the MEC Committee Chairperson to report on committee activities
- Inform the MEC Committee Chairperson of issues that arise that may affect multiple Local Councils
- Attend meetings and participate in conference calls of the MEC Committee as scheduled