SECURITY / INFORMATION

Standard Duties

- Maintain records and notes for the benefit of next year's office holder.
- Attend and participate in all Committee meetings.
- Understand that a Committee member may only incur one (1) unexcused, and two (2) excused absences and that a substitute may be sent without voting rights unless vote is in writing and the Chair is informed beforehand.
- The chairperson's purpose is to manage the Spring Fling conference to its fullest capacity and bring ideas, solutions and choices to the Committee for approval or denial. The Spring Fling Committee Chairperson will provide general leadership. It is the primary responsibility of each officer to provide specific leadership in their specific areas to initiate action to its successful conclusion

Officer Duties

- Check for badges at meetings.
- Make certain that rooms are not overcrowded.
- Assist disabled persons in getting around.
- Make sure cake gets to the front of the room on Saturday night.
- Assist at dance entrances and watch exits.
- Communicate with other committee chairs via walkie-talkies, any concerns or needs that should arise.
- Assist with raffle and countdown via the walkie-talkie at all meeting rooms.
- Have a security person in registration area in case of problems.
- Need 30 to 35 people.
- Arrange for smoking area(s) and post signs.