**NoCASCOE COMMITTEE RESPONSIBILITIES

1.        GENERAL RESPONSIBILITIES OF NoCASCOE COMMITTEE CHAIRPERSONS**A.        Obtain records from past Chairpersons.
B.        File written reports of committee activities at each Board of Director’s Meetings.
C.        Establish and maintain contact with the Southeast and National Committee Chairpersons.
D.        Keep the State Newsletter editor informed of committee activities.  Provide an article for each edition.
E.        Select committee members if additional people are needed to carry out committee responsibilities.
F.        Committee Chairpersons shall provide a written report to the NoCASCOE Secretary-Treasurer at the NoCASCOE Annual
Convention.  This report should summarize the work and activities of the Committee over the past year.

2.        LEGISLATIVE

A.        Maintain a network by which legislative contacts can be made.
B.        Establish and maintain a working relationship with Congressional Representatives.
C.        Attend National Legislative Meeting and coordinate congressional contacts.
D.        Provide guidance and encourage NoCASCOE members to write/talk to their Congressional Representatives.
E.        Review and publish amendments as proposed for the Association Constitution/By-Laws.