**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.        BENEFITS**A.        Work to protect employee benefits.
B.        Coordinate efforts with the Legislative Committee Chairperson on common items.
C.        Develop a team of reference people in the following areas:
     a)     Retirement
     b)     Health insurance
     c)     Change of station
     d)     Other areas as needed
D.        Work with the Secretary-Treasurer to recognize employees who have accrued sick leave according to increment recognized by NASCOE Policy
     (1000 hours, 1500 hours, etc.)
E.        Work on behalf of NoCASCOE members to acquire new employee benefits.