**NoCASCOE Handbook Policy  
       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.