**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.        MEMBERSHIP**A.        Strive for 100% Membership.
B.        Send letters to non-members urging them to join.
C.        Work closely with the Secretary-Treasurer regarding membership dues and records.
D.        Conduct an annual membership drive.  A membership drive will be run each year from May 1 – April 30 and new
members joining will have their names placed in a drawing for a $100 check.
E.        File written reports on membership with the Board of Directors.
F.        Work with District Directors to increase membership.
G.        Contact Associate Members, urging their continued support