

## **CASFAA COMMITTEE COORDINATORS**

The relationship of the Committee Coordinators to the Association is significant. CASFAA has grown at such a rate that it is no longer feasible for the President and Executive Council to coordinate all the efforts of the various committees. The Committee Coordinators also provide support and serve in an advisory capacity to the President. They are responsible for the activities of the committees assigned and for working with their respective committees to ensure that information is communicated in a timely manner between the committee, the President and the Executive Council.

## **DUTIES and RESPONSIBILITIES**

Committee Coordinators are accountable to the President and Executive Council for many facets of CASFAA activities. Each Coordinator is responsible for:

1. Serving as an ex-officio member of the Executive Council.
2. Attending all Executive Council meetings.
3. Assisting Committee Chairs with meeting their goals and objectives.
4. Serving as an advisor to the President
5. Serving as a liaison between the Committee Chairs and the President.
6. Contacting each Committee Chair prior to each meeting of the Executive Council and requesting that a written report be forwarded for delivery to Executive Council.
7. Ensuring that information from the Executive Council and the President is relayed to the Committee Chair in a timely manner.
8. Serving as the Committee Chairs' voice at Executive Council meetings.
9. Ensuring that Committee Chairs write at least one article for the CASFAA Newsletter.
10. Overseeing the preparation of committee year-end reports.
11. Performing other functions as assigned by the President and Executive Council.

## **TERM OF OFFICE**

Term begins on the first day following the annual CASFAA Conference and concludes on the final day of the following year's annual CASFAA Conference.