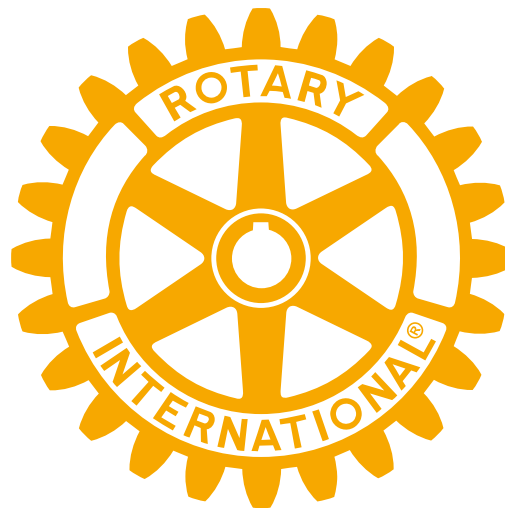


# YOUR JOB AS CLUB ADMINISTRATION COMMITTEE CHAIR



As club administration committee chair, you help your club run smoothly. Find detailed information in [Lead Your Club: Administration Committee](#).

## RESPONSIBILITIES

### ALL COMMITTEES

Attend your district training assembly

Working with the president-elect, select and prepare your committee members

Create subcommittees as needed (for example, club meeting planning, club newsletter and website, social events, attendance)

Meet regularly and plan activities

Set committee goals to help achieve the club's goals for the year and monitor progress toward them

Manage your committee's budget

Work with your club's other committees and your district committee on multiclub activities or initiatives

Report committee activities and progress to the club president, board of directors, and the full club

Determine what else your club expects your committee to do

### YOUR COMMITTEE

Plan your club's meetings, assemblies, and other activities

Send member communications

Facilitate connections among club members

Take attendance

Maintain the club website and social media sites