
JOB DESCRIPTION * WAVES RECOVERY ROUNDUP *

CAPE ATLANTIC INTERGROUP

Chairperson

- Facilitates the smooth functioning of the Waves Roundup.
- Runs the monthly committee business meetings.
- Attends the initial meeting(s) with the hotel, and negotiates the details of the hotel contract.
- Appoints the Roundup steering committee and subcommittee chairs.
- Reports to the CAIG Steering Committee and Business Meetings on a monthly basis.
- Oversees the entire Roundup Committee, and ensures everyone is working together in unity.
- Communicates regularly with the Co-Chair and other members of the steering committee.
- Communicates independently with committee chairs as necessary.
- Makes sure committees are following the time line.
- Works closely with the Program Committee to design a schedule of meetings and workshops for the weekend, and at the event to ensure schedule is being followed and adjusted as needed.
- Coordinates reservation of hotel rooms for speakers.
- Schedules final committee meetings: Walk-through, Talk-through, and Friday afternoon prayer.
- During the Roundup:
 - *Works closely with committee members to ensure proper set-up, routine, hospitality, and entertainment.*
 - *Routinely communicates with the Hotel and reports any questions, problems, or concerns to the Roundup Committee or proper committee chairpersons.*
 - *Attends nightly event wrap-up meetings to review all activities.*
 - *After the Roundup, prepares and delivers final report to Cape Atlantic Intergroup.*