

## Co-Chairperson

- Stands in for the Chairperson as needed, in all capacities listed in the Chair job description.
- Attends the initial meeting(s) with the hotel, and helps negotiate the details of the hotel contract.
- Communicates regularly with the Chairperson and assists as necessary.
- Runs the committee meeting if Chair is not able to be present.
- Reports to the CAIG Steering Committee and Business Meetings if the Chair cannot attend.
- Helps recruit Committee Chairs and Volunteers.
- Works closely with the Secretary to ensure pre-event outreach plan & timeline is progressing as planned.
- Works closely with Treasurer to oversee all income sources (Registration, Banquet, Merchandise and Raffles)
- Enthusiastically assists Roundup committees as needed.
- Coordinates nightly event wrap-up meetings to review all activities.
- Provides input to the Chairperson, for final report to Cape Atlantic Intergroup.