
JOB DESCRIPTION * WAVES RECOVERY ROUNDUP *
CAPE ATLANTIC INTERGROUP

Marathon Meeting Chair

- Attends monthly Roundup committee meetings and reports on progress.
- Works in unison with Program Chair to select meeting topics and times.
- Provides completed schedules to Program Chair for inclusion in Program and on event signage.
- Recruits chairs for marathon meetings.
- Ensures meetings start and end on time during Roundup.
- Ensures meeting chairs are on time and the proper meeting formats are available.