

S.C.K.A. CHAIRPERSON - 2 yrs. clean time requirement, 1 yr. position commitment

The area committee chairperson is responsible for conducting committee meetings, preparing the agenda, and various administrative duties. The chair's primary tools are the short-form rules of order, which appear at the end of this guide, a firm hand, a calm spirit, and a clear mind. The chairperson can find additional help in books about business meetings, decision-making processes, and volunteer organizations that are often readily available at local bookstores and libraries.