Heartland CISMA

Leadership Roles & Duties

Chair

- Lead Steering Committee meetings
- Organize & lead Annual Workshop
- Check Heartland email account & send communications to mailing list
- Point-of-Contact for general matters that arise throughout the year

Vice Chair

- Create End-of-Year report
- Organize & lead "Mid-Year Meeting"
    - *Emphasis on membership involvement*
    - *"Practice" for Annual Workshop*
- Primary timekeeper for Annual Workshop
- "Historian"
    - *Add agendas, presentations, etc. to Shared Drive*
- Assist Chair where needed

Secretary

- Assist Vice Chair with End-of-Year report
- Type minutes for Steering Committee meetings
- Primary registration/check-in person at Annual Workshop
- Assist Vice Chair and Chair where needed