

Peo-Taz Chapter of A.B.A.T.E. of Illinois

Job Description

ATTENDANCE DIRECTOR

QUALIFICATIONS

As a person responsible for membership attendance of the Chapter, the Attendance Director must be an organized and reliable person.

TIME REQUIRED

The attendance Director will need to devote approximately 8 hours per month to the job for paperwork and meetings. Each month there is an Officers meeting and a Chapter meeting.

BASIC DUTIES INCLUDE:

1. Reporting to the Membership Coordinator and assisting that Officer whenever requested.
2. Casting one vote on issues before the Officers or Chapter meetings.
3. Attending all Chapter meetings or if attendance is impossible, contacting the Membership Coordinator.
4. Providing a sign-in sheet for members prior to each Officer and Chapter meeting.
5. Keeping accurate record of the meetings that each member attends.
6. Providing the presiding Officer with the names of Members who have attended six consecutive meetings and are eligible for two free Chapter donation tickets.
7. Awarding perfect attendance awards to deserving members at Chapter meetings. (Consult State about patches)
8. Providing for the Freedom Rally a sign-in sheet and waiver sheet, this will be turned over the appropriate person for delivery in Springfield.
9. Help with the incentive drawing.

Retyped July 2021