

## **Committee and Role Descriptions & Responsibilities**

Committees and Roles which have \*\*\* are pending final updates

### **Committee Report Coordinator**

The coordinator will collect the semi-annual reports of each of the standing committees of the club, combine them into a single article for the Borderline, edit, and submit to the Borderline editor by the agreed upon deadline. Details of the coordinator position are as follows:

1. Receive copies of the committee reports from the Vice President or directly from the committee chair at the request of the VP.
  2. Maintain a list of each committee report submitted by date.
  3. When the deadline for report submission arrives, notify the Vice President of any missing reports so that he/she may follow up with the chairs to see if a report is going to be submitted.
  4. Once all committee reports are filed, combine them into a single document.
  5. Edit the reports so that they read easily, use correct grammar and spelling and are consistent in format and font.
  6. Submit the Committee Report document to the editor of the Borderline for incorporation into the appropriate issue by the publication deadline.
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