



HARBOR AREA SERVICE COMMITTEE JOB DESCRIPTIONS

PROGRAM COMMITTEE CHAIRMAN

(Sobriety requirement: 12 months)

The Harbor Area Service Committee Program Committee Chairman is elected to select and chair a committee whose responsibility is to conduct fund raising events to help raise funds to finance the operation of the Harbor Area Central Office.

In this capacity the Chairman:

1. Plans and coordinates up to four fund raisers each year as determined by the by-laws of the Harbor Area Service Committee.

Events included:

- Rock & Blues Dance (March or April)
 - Fourth of July Picnic (July 4)
 - Traditions Dinner (November)
 - Optional Event
2. Organizes a subcommittee members to help fulfill additional responsibilities.
 3. Attends all monthly Harbor Area Service Board and Committee meetings.
 4. Records and accounts for all budgets, expenses and contributions to Central Office.
 5. Maintains the Program Committee checking account.