

Delegate Responsibilities - general list

What needs to be done and Who Is Responsible

- Make arrangements for room _____
- Post signs to room _____
- Refreshments _____
- Name Tags _____
- Sign in Sheet _____
- Develop contact list _____
- Greeting members _____
- Room set-up (chairs, tables, etc) _____
- Run meeting (who will run the meeting) _____
- Develop the agenda _____
- Take care of sign in sheet _____
- Take notes, type up, and share with group _____
- Clean up after meeting _____
- Be phone contact person _____
- Email or Phone call reminder of next meeting _____
- Other: _____
- Other: _____

TIP - Develop a contact list of members include those that have attended in the past or that have expressed an interest in receiving them -using sign-in sheets. SHARE list with all members and keep it updated.