



HARBOR AREA SERVICE COMMITTEE JOB DESCRIPTIONS

CHAIR #5 - BOARD MEMBER

(Administrative and Advisory)

1. Chairman of the Harbor Area Service Committee.
2. Serves as liaison between the Harbor Area Service Committee and the Board.
3. Prepares agenda for the Harbor Area Service Committee meetings.
4. Responsible for the proper sequence of Board business as it relates to the Harbor Area Service Committee meeting.
5. Reviews the minutes of the Harbor Area Service Committee meeting for correctness and proper form before they are submitted for publication in the *Harbor Light* Bulletin.
6. Performs as authorized signatory for all bank accounts.
7. Responsible for the review of the minutes of the Harbor Area Service Committee for the year served as Chairman. All continuing motions should be extracted and deleted motions removed from the records. An updated, corrected Appendix "A" will be completed and attached to the by-laws for the information and guidance of the incoming Chairman, delegates and interested persons.
8. Attends quarterly General Service Assembly Meeting (Panel 2), authorized vote.