

Committee Description & Responsibilities

Room Monitors (Wed) Indicate Months available: Oct Nov Dec Jan Feb

1. Ensure order is maintained and club rules are followed.
2. Chess knowledge not necessary, but helpful.

Weekly Setup, Takedown, and Equipment Care (Fri beginning at 3:00 pm)

Indicate Months available: Oct Nov Dec Jan Feb

1. Set up and take down tables, chairs, chess sets, teaching aids, equipment, paperwork, etc.
2. Ensure all equipment, paperwork, etc, is properly stored.

Tournament Monitors (Saturday Availability Required)

1. Collect club packet at the tournament and ensure our club's compliance.
2. Ensure all appropriate tournament entry "Add/Drop" forms are submitted.
3. Ensure students are advised of their pairings.
4. Maintain win/loss records.

Volunteer Coordinator (At Home)

1. Ensure all volunteer positions are properly staffed.
2. Ensure all volunteers understand their responsibility - and accept their commitment.
3. Help to revise and update this list of Committee Descriptions & Responsibilities.

Membership Registration (At Home)

1. Collect and maintain registration forms.
2. Transfer registration data to spreadsheet and keep spreadsheet updated and distributed.
3. Ensure all students are registered and membership fees are paid.

Club Store & Information Table (Fri) : Nov Dec Jan Feb

1. Setup and takedown the "Display Table". This includes club notices, handouts, and sale items such as shirts, books, etc.
2. Stay with the table to protect the inventory.
3. Provide information about chess club, tournaments, items for sale, etc.
4. Collect registration forms and payments for membership, tournaments, events, etc.
5. Sell chess club items and maintain sales records.
6. Help with student's and parent's questions.

Tournament Entries (Saturdays & Other Tournaments)

1. Perform entry and withdrawals of students into tournaments.
2. Maintains Records of all student entries and payments for attending tournaments.
3. Ensures proper registration such as USCF is current and documented.
4. Ensures all fees are collected and paid out.

Event Coordinator (March 5, 7-8, 2007 and other days as apply)

(Season Finale, State Tournament, Etc.)

1. Coordinates all aspects of the particular event