

RESPONSIBILITIES OF THE VARIOUS CHAIRMEN

Chairman

Name: _____

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<u>Responsibility</u>	<u>Complete</u>	<u>Non-Complete</u>
1. Approve Schedule		
2. Editing of material to be printed		
3. Communicating with Command Sports Officer		

Vice Chairman

Name: _____

<u>Responsibility</u>	<u>Complete</u>	<u>Non-Complete</u>
1		
2		
3		
4		
5		
6		

Secretary

Name: _____

<u>Responsibility</u>	<u>Complete</u>	<u>Non-Complete</u>
1. Minutes recorded and prepared		
2. Agenda forward to members		
3. Posters		
4. Name tags		

5. Registration		
6		
7		
8		

Official Referee

Name: _____

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<u>Responsibility</u>	<u>Complete</u>	<u>Non-Complete</u>
1. Rules committee arranged		
2. Scoreboards ready		
3. Cribbage boards and cards ready		
4. Score Keepers		
5		
6		

Publicity Chairman

Name: _____

<u>Responsibility</u>	<u>Complete</u>	<u>Non-Complete</u>
1. Local Media		

2. Photographer		
3		
4		
5		
6		

Entertainment Chairman

Name: _____

<u>Responsibility</u>	<u>Complete</u>	<u>Non-Complete</u>
1. Entertainment		
2. Decorations		
3		
4		
5		
6		

Transportation Chairman

Name: _____

<u>Responsibility</u>	<u>Complete</u>	<u>Non-Complete</u>
1. Transportation Available		
2		
3		

4		
5		
6		

Banquet Chairman

Name: _____

<u>Responsibility</u>	<u>Complete</u>	<u>Non-Complete</u>
1. Meals Ordered		
2. Coffee, lunch and banquet arranged		
3		
4		
5		
6		

Ways and Means Chairman

Name: _____

<u>Responsibility</u>	<u>Complete</u>	<u>Non-Complete</u>
1. Raffle sellers arranged		
2		
3		
4		

Accommodation Chairman

Name: _____

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<u>Responsibility</u>	<u>Complete</u>	<u>Non-Complete</u>
1. Availability of accommodations verified		
2. Command Sports Officer & District Commands room booked		
3		
4		

Branch President

Name: _____

<u>Responsibility</u>	<u>Complete</u>	<u>Non-Complete</u>
1. Opening and Closing Ritual		
2. Available to greet participants		
3		
4		
5		
6		

Sgt. at Arms

Name: _____

<u>Responsibility</u>	<u>Complete</u>	<u>Non-Complete</u>
1. Arrange Colour Party		
2		
3		

4		
5		

Alberta - NWT Command The Royal Canadian legion Host Branch Command Sports Financial Statement

Income

Command Subsidy	\$ _____
Raffles / Draws	\$ _____
Meals	\$ _____
Misc. (explanation)	\$ _____
	\$ _____
	\$ _____
	SUB TOTAL \$ _____

Expenses

Meals	\$ _____
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Advertising \$ _____

Raffles / Draws \$ _____

Supplies (explanation) \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

Entertainment

Misc. (explanation) \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

SUB TOTAL \$

NET PROFIT (Loss) \$

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