

## ORIENTATION CHAIR OFFICER RESPONSIBILITY SHEET

- \_\_\_\_\_ Plan and execute the Orientation Retreat
- \_\_\_\_\_ Conduct and evaluation of the Orientation Retreat
- \_\_\_\_\_ Coordinate Bid Day decoration or notes of congratulations for the new members
- \_\_\_\_\_ Serve as a resource to new members as they complete their period of orientation
- \_\_\_\_\_ Serve as a member of the Education committee.
- \_\_\_\_\_ Maintain a well organized folder, binder or file that includes everything someone would need to hold your office.
- \_\_\_\_\_ Train your successor.
- \_\_\_\_\_ Report to your committee chair (VP Education) regularly.