

## **Campout Chairperson Duties**

The Campout Chairperson shall be in charge of the State Campout and **is responsible to the MSA board.**

Many of the duties of the Campout Chairperson can be delegated to someone else. **Total responsibility cannot be delegated away.**

Among the duties are to:

- A. Appoint an Assistant Chairperson, keeping him/her informed of all details of the campout.
- B. Obtain the contract with the grounds owner or manager.
- C. Maintain contact with the grounds owner or manager.
- D. Obtain from MSA Treasurer the prevailing State Campout fees, late charges and all other fees.
- E. Appoint all committee chairpersons.
- F. Make periodic reports to the membership at:
  1. MSA Delegate meetings.
  2. State campout general membership meeting.
- G. Maintain harmony among the hosts.
- H. File the required reports, on time.
- I. Supervise the progress of the committees.
- J. Assist committees when and as needed.
- K. Make sure that all committee chairpersons appoint:
  1. An assistant chairperson.
  2. If needed, sub-committee chairperson and assistant chairperson to them.
- L. Make sure that all committees are reporting all income and expenses on MSA approved forms and in approved format.
- M. Make sure that all monies and expenses are turned in to the treasurer in a timely manner.
- N. Make sure that all hosts know how the hosts share of the profits are to be distributed. This should be in writing and every chapter and member given a copy. This should be a joint decision by all concerned.