

Set-Up

The Set-Up Chair is responsible for assuring equipment and facilities are properly set-up for Club meetings and functions.

Specifically, the Set-Up Chair:

- Obtains support personnel, as required, to perform assigned set-up duties.
- Makes specific set-up assignments to support personnel.
- Assures all equipment is set-up and working properly.
- Coordinates with the La Fetra Center Administration on the needs for facilities and equipment, e.g., space and, table and chair set-ups.
- Participates in Board Meetings.