

ASG Houston Chapter Secretary



Talents for Success

- Good note taking
- Keeping track of dates and records
- Detail oriented

Primary Responsibilities

- ⇒ Create the minutes of CAB meetings and the chapter Annual Meeting for approval
- ⇒ Keep the minutes in the records of the chapter as required in the Records Retention Policy
- ⇒ Respond to all correspondence received by the chapter as directed by the CAB.
- ⇒ Serve as voting member of Chapter Advisory Board

ASG Houston Chapter Events Coordinator



Talents for Success

- Creative ideas for upcoming events
- Time to coordinate with venues and CAB members
- Writing skills
- Interpersonal skills

Primary Responsibilities

- ⇒ Research and plan venues for upcoming events
- ⇒ Review venue contracts and coordinate with venue contacts
- ⇒ Design flyers and registrations forms for ASG members
- ⇒ Coordinate with all CAB members and attend CAB meetings

ASG Houston Chapter Neighborhood Group Leader Coordination



Talents for Success

- Time to work with all the NG leaders
- Time to attend CAB meetings
- Writing skills
- Interpersonal skills

Primary Responsibilities

- ⇒ Talk regularly with NG leaders
- ⇒ Bring ideas back to CAB from NG leaders
- ⇒ Help build a strong sewing community
- ⇒ Visit NGs when possible
- ⇒ Coordinate with all CAB members and attend CAB meetings

ASG Houston Chapter Advertising & New Member attraction



Talents for Success

- Ideas to advertise our chapter to the community
- Time to attend CAB meetings
- Writing skills
- Interpersonal skills

Primary Responsibilities

- ⇒ Research and implement ways to advertise what we do in our Houston community
- ⇒ Help build a strong sewing community
- ⇒ Help attract new ASG members
- ⇒ Coordinate with all CAB members and attend CAB meetings



Help us keep our chapter vital!