



The Association for the Study of African American Life and History Local Arrangement Committee (LAC) Chairperson Roles & Responsibilities

The ASALH Local Arrangements Committee Chairperson shall:

- Participate in transition meeting between current & previous year LAC Chairs
- Appoint the following work group chairs and determine structure for committees
 - Program - Identify local ministers, emcees, persons to extend greetings and/or serve as honorary co-chairs and speakers, entertainment
 - Publicity – Share Board PR plan with committee
 - Youth Day and Teachers’ Workshop
 - Exhibitors and Vendors (only 2) - Identify local exhibitors and vendors
- Participate on monthly conference calls between ASALH and the LAC leadership
- Provide input to ASALH Executive Director concerning Volunteer Coordinator and PR Professional
- Introduce ASALH Executive Director to the local school board(s) representatives
- Facilitate monthly LAC Meetings starting in January
- Request letters for Souvenir Journal from Governor and Mayor