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