

ATSO COMMITTEE CHAIRMAN RESPONSIBILITIES

1. Responsible for the actions of all committee members.
2. Responsible for the completing of project reports, project checklists, evaluations, proposals, paper work for any supplies and any other forms that may come up during the year.
3. Keeping members, board of directors, officers, committee members, and advisors informed on all committee matters.
4. Giving project reports at general meetings each month.
5. Conduct committee meetings monthly to keep all committee members informed by use of phone or e-mail, whatever is easiest for you.
6. Keep a record of all members involved in any project and submit to the secretary for recording of points.
7. Delegate responsibilities to committee members so that everyone has leadership opportunities.

HINTS AND TIPS

1. Listen!!
2. Delegate- Don't try to do it all.
3. Absolutely, positively **MUST** use calendars and timelines.
4. Set a due date one week before the final deadline, or date of a special project- no last minute stuff!!!
5. **ANYTHING THAT INVOLVES MONEY OR BUYING THINGS MUST BE TURNED IN ONE MONTH BEFORE THE NEEDED TIME. IF IT HAS TO BE SHIPPED TO TTU ALLOW A MONTH AND A HALF!!**
6. Always use the project checklist available in the forms file for any project to keep your group on track.
7. Keep everything!! Copies of signs, notes to members, teachers, newspaper clippings.
8. Be organized, organized, and organized. Nothing makes you, your committee and ATSO look worst than not having all your ducks in a row when you do a project.
9. **THINK!!**
10. Be Positive! - How can it be done? Not it can't be done.
11. Be Creative! - come up with new and different ideas. Don't use same ideas repeatedly, people get tired of the "We have always done it this way"
12. **ALWAYS** ask yourself and your committee - will this help make our program, the ATSO, or someone's life better.

ATSO Must grow into an organization that is part of the athletic training program. We have to have unity and dedication within the ATSO in order for us to be successful. Although we are young we are all able to bring experience and determination to the ATSO, we must put our differences aside for the benefit of the ATSO, Athletic training, the administration, the faculty and staff.