

**DISTRICT 5300 SERVICE CHAIR  
JOB DESCRIPTION**

**Interact Symposium**

Responsibilities of the Chair.

1. Plan, promote, coordinate and be responsible for the administration and execution of the event. The chair must be on site for the duration of the symposium.
2. The duties include advance publicity, registration, transportation, facilities management, camp personnel, training of club Interact Symposium chairs, selection and training of on-site Facilitators, program planning and schedule, budget development and oversight, printing and/or other communications, and the procurement of equipment and/or supplies. Each duty should be assigned to a sub-committee.
3. Review with the District Governor and District Governor Elect prior to the District Assembly the Governor-Elect's goals and objectives for Interact Symposium.
4. Conduct a plenary session at the District Assembly with guidelines covering the following:
  - 1) District Governor's goals and objectives as related to Interact Symposium.
  - 2) Techniques for promoting Interact Symposium.
5. Be available to all Clubs in our District and encourage each club to have Interact Symposium student and club member participation. Speak to the clubs on Interact Symposium as a Club program.
6. Make written reports to the District Governor as requested.
7. Submit and encourage clubs to submit articles for District information and distribution.
8. Present one program about Interact Symposium at a each Assistant Governor's Presidents' meeting with club Youth Service Chairs in attendance.
9. Prepare a budget and review it with the Governor.
10. Use the district Cheque Request form for all reimbursements or payments.
11. Train and include a Vice-Chair in the committee operation.
12. Keep a File/journal and pass it on.