

HCAA District Committee Set Up

Committee Positions:

Position	Description
Chairperson	The chairperson is the person who runs the meetings
Secretary	The Secretary would do any communication as necessary for their district and communicate with the National Secretary.
Finance Administrator	The Finance Administrator would look after any finance issues for their District. Also to have a credit card for paying for any events that are not able to be pre-paid for and communicate with the National Treasurer
Sub Committee Leader	The Sub Committee Leader is a person who is involved with any sub committees that is required through the year. This may be for a special project or to help with a National based project.

Meeting Intervals:

Meetings are recommended to be run once per month with minutes taken and sent to the National Secretary

Costs per Meeting:

The costs per meeting are limited to \$50 a head per meeting