

Captain Duties

- Oversee all day to day Krewe business by working closely w/all officers & committee chairs so that all duties are fulfilled
 - Reside at & call all meetings to order as appointed chairperson per Robert's Rules of Order.
 - Meetings to include:
 - Quarterly Board Meetings-Winter, Spring, Summer, & Fall
 - Monthly officer meetings when needed
 - All special committee meetings
 - Annual meeting
 - As appointed Chairperson for all meetings the Captain is responsible for putting meeting agendas together per Robert's Rules of Order. Pertaining to special committees, must work closely w/ committee chairs to create agendas that meet all committee needs.
 - Maintain committee email distribution list to notify committees, officers, & board members of upcoming meetings & information set w/committee chairs
 - Responsible for appointing all special committee chairs & co-chairs as needed
 - If no committee chairs are established for the following events the Captain/Co-Captain is to assume the responsibility as committee Chair/co-chair:
 - Summer Social
 - Halloween
 - Parade/Float
 - Royal Court
 - Keep in contact pertaining to details of the following events with all Committee Chairs and Co-Chairs:
 - Summer Social
 - Halloween
 - Court Mixer
 - 12th night
 - Gumbo Cook-off
 - Gala
 - Float/Parade
 - All Krewe of Krewes &/or Southwest Mardi Gras Association events
 - Participate in membership table placement for Ball along with Ball Chair/Co-Chair and Co-Captain
 - Consider placement court, officers, chairs/co-chairs.
 - Participate in Rider eligibility for all Parades with Co-Captain
 - Consider court, officers, chairs/co-chairs, & membership per point system
 - Work closely with Treasurer to establish administrative budget
 - Will review all contracts w/assistance of Co-Captain &/or Treasurer when needed. If there is anything questionable must present to board &/or lawyer for review & approval.
 - Maintain Point System Monthly
 - Hold & update the official membership roster
 - Manage existing & potential membership addresses & email list
 - Hold & update the Yearly waiting list roster for potential membership
 - Manage all public relations of Krewe events
 - Act as committee chair for the Membership Committee
 - Ensure that all members are kept up to date with all plans & activities for the Krewe year
- Responsible for enforcing bylaws with guidance and assistance of the Officers & Board
 - Maintain website