

## Co-Captain Duties

- In the Event that the Captain is unavailable the Co-Captain of Krewe Events is to take on all Captain Duties
- Reside at & keep all meeting minutes & attendance to include:
  - Quarterly Board Meetings-Winter, Spring, Summer, Fall
  - Any special meetings needed
  - Monthly officer meetings when needed
  - All special committee meetings
  - Annual meeting
- 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
- Established to be sole contact person of R.S.V.P. for all Krewe events
  - Keep Committees informed on such R.S.V.P. status
- Keep in contact pertaining to details of the following events with all Committee Chairs and Co-Chairs:
  - Summer Social
  - Halloween
  - Court Mixer
  - 12<sup>th</sup> night
  - Gumbo Cook Off
  - Gala
  - Float/Parade
  - All Krewe of Krewes &/or Southwest Mardi Gras Association events
- Keep in contact with Treasurer that all approved budgets stay up to date
- Participate in membership table placement for Ball along with Ball Chair/Co-Chair and Captain
  - Consider placement court, officers, and chairs/co-chairs.
- Participate in Rider eligibility for all Parades with Captain
  - Consider court, officers, chairs/co-chairs, & membership per point system
- 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
- Maintain website