

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-January, April, July, & October

Any special meetings needed

Monthly officer meetings when needed

All special committee meetings

Annual meeting

Maintain committee email distribution list to notify committees, officers, & board members of upcoming meetings & information set w/committee chairs

As appointed Chairperson for all meetings 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

Responsible for appointing all special committee chairs & co-chairs as needed

Work closely with Co-Captain of Finance to establish administrative budget

Will review all contracts w/assistance of Co-Captain of Finance when needed. If there is anything questionable must present to board &/or lawyer for review & approval.

Maintain Point System Monthly

Responsible for enforcing bylaws with guidance and assistance of the Officers & Board

Attend all Krewe of Krewes & SW Mardi Gras Museum meetings, keeping Krewe informed of upcoming events. Pass all detail information of events to Co-Captain of Krewe Events to handle w/any special committee chairs.

To include but not limited to:

12th night

Gala

Parade info

All other Mardi Gras events scheduled

Responsible for delivery of Krewe of Krewes dues. To get check from Co-Captain of Finance

Will be responsible for all aspects of the annual Ball to include Royal Court presentation by working closely w/ Ball Committee Chair & Royal Court Committee Chair

Attend 12th night presentation w/King & Queen as part of the presentation on the outgoing year

Present all upcoming ball themes to board @ Jan. Board meeting for preparation of ballots to go out w/summer social invite

Responsible for handling all nominations every other year as stated in bylaws. Must present all nominees for approval @ July quarterly board meeting & then prepare ballots to mail to all Krewe members immediately following approval. Ballot formed must be approved by Co-Captain of Krewe Relations