

## **Duties and Responsibilities of Southern Maryland Emmaus Assistant Board Chair and Assistant Community Lay Director**

The Southern Maryland Emmaus Assistant Board Chair and Assistant Community Lay Director:

- Assists the Board Chair (Community Lay Director) in all activities of the Southern Maryland Emmaus Community.
- Chairs board meetings in the absence of the Chair.
- Must be familiar with the Upper Room Emmaus *Handbook on Emmaus, The Walk to Emmaus Director's Manual, The Team Manual, and The Board of Director's* handbook.
- Presides over Sponsor's Hour, Candlelight and Closing in the absence of the Community Lay Director. "Represents the Emmaus community to the broader community" (see *Handbook*, p. 112).
- Carries out his or her responsibilities in a spirit of teamwork with the Board of Directors" (see *Handbook*, p. 112).
- Facilities Coordinator – ACLD is the main Point of Contact with the retreat center prior to and during the Emmaus weekend, to insure that all retreat center available property (chairs, tables, overhead projector, screen, etc.) has been identified and available for the weekend. Contacts the retreat center with final count of weekend attendees, dietary restrictions, etc

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