

DFW Mini-CAST
Standing Committee Responsibilities

Lunch Coordinator

- Work with DFW Sci Supervisors President to determine if lunch is being sponsored by a vendor.
 - If so, work with vendor to determine details.
- Work with Registration chair for numbers, facilities for location, ice, coolers, etc.
- Consider lunch for student volunteers.

DFW Mini-CAST Timeline	
Month	Responsibilities
May	Accept committee chairs position
August	Attend committee chairs meeting after MASS
September	Attend committee chairs meeting after MASS
October	Attend committee chairs meeting after MASS
November	Promote Mini-CAST at CAST?
December	Attend committee chairs meeting after MASS
January	Attend committee chairs meeting after MASS
February	Final walk-through after MASS; Oversee Mini-CAST
March	Attend committee chairs debrief meeting after MASS