Name of Committee

Description of position (i.e., the Awards Chair is responsible for administering all awards, etc.)

    1. First Responsibility/Duty

        a. subset responsibility--further description

             i. further description of responsibility including examples or details

                 1) further elaboration of example or detail

                      a) further elaboration of example or detail

                         \* lists in no particular order (i.e. piano competition awards)