

3040.3
COMMITTEES

Convention Committee Chair
Job Description
(approved 1/99; 1/10; 6/15; 8/16)

It is the responsibility of the convention chair(s), hired or appointed by the board, to oversee the work of this committee. The goal of the convention committee is to provide an annual convention that supports the goals of the corporation. The committee consists of the chair(s), the board of directors, and other members as designated.

General duties:

1. To obtain a site and date at least one year in advance of the convention.
2. To create a roster of committee chairs.
3. To create a call for proposals form to be used for local presenters.
4. To oversee all aspects of the convention.
5. To prepare a budget of income and expenditures.
6. To present a final evaluation to the board of directors.
7. To maintain copies of important documents to be passed on to the next chair.