

D. Duties of Convention Chairman and Committees:

I CONVENTION CHAIRMAN:

Coordinating Chairman requests volunteers for Committee Chairs. If no volunteers, then appoint Committee Chairmen. Each Committee Chairman will secure their own members of their respective committee. It is recommended to have 2 or 3 persons per committee. A Convention Secretary, Treasurer may be appointed for accountability of seed funds and minutes of the convention progress.

The Responsibilities of the Convention Chairman are as follows:

- Oversee all phases of planning and execution.
Set complete cost of convention after meeting with Banquet Chairman. Estimate cost of Convention and request up to \$500. start up/seed funds from the Federation Treasurer so as to avoid the Convention Chairman and Committee Chairmen having to use personal money or their charge cards for purchasing up front items for convention.
- Have other Chairmen report to you on their progress on a regularly scheduled basis.
- Arrange a full committee meeting in November and again in February with Federation President to catch changes or additions. It is good to hold monthly meetings along the way so you may check to see that committees are doing their assigned duties.
Act as liaison with Hotel Sales Representative to sign contract for Convention.
- Provide Federation Secretary with rates for convention hotel/banquet! meeting, etc. so members may be notified accordingly. This information should be available following the November meeting.
- Contact the local Mayor for "Welcome to City" statement at opening of Convention.
- A banquet speaker and/or appropriate entertainment should be provided.

Assistant Chairman: To perform duties as directed by the Chairman. 2.

The following Committees are necessary:

- Secretary. Treasurer.
Registration Chairman.
- Banquet Chairman
- Credentials Chairman.
- Hospitality Chairman.