

2 Committees (continued)

- Program/Printing Chairman.
- Memorial Chairman.
Entertainment Chairman.
Publicity/Photography Chairman.
- Alzheimer's Chairman
Door Prize Chairman.
- Ditty Bag Chairman.

3. Responsibilities of the Committees:

Secretary/Treasurer: (Two separate positions may be required)

The Convention Secretary takes minutes of all meetings held by the Convention Chairman and distributes copies of these minutes at the next meeting. A copy of all minutes will be sent to the Federation president. It is recommended that all Committee Chairmen submit their reports in writing to the Secretary.

The Convention Treasurer is responsible for all monies presented prior to and during the convention and makes proper distribution thereof. The Convention Treasurer will open a checking account at a local bank and checks will require 2 signatures.

The Convention Secretary or Treasurer will receive and retain all Registration fees, but submits the registration form to the Registration Chairman. The Convention Secretary or Convention Treasurer will submit to the Convention Chairman the number of members and guests registered for the banquet. The Hotel will require a firm number by a prescribed date. This time is usually stated in the Contract with the Hotel.

Registration Chairman:

The Registration Chairman will receive the white delegate's credential form at the time the delegate registers at the convention. The Registration Chairman will then provide the Credential Chairman with the Credential Form for reporting the number of attendees each day to the Convention.

The Registration Chairman will arrange for assistance at the Registration Table. There should be a minimum of 4 people.

Check member's name against the sheet provided by the Chapter Secretary to ensure that the delegate is properly identified with proper badge and ribbon.