

## **DISTRICT CONFERENCE & CONVENTION CHAIR**

**PURPOSE:** To plan, promote and conduct the District Conferences and the Annual Convention.

**PERSONNEL:** Committee should be good at foreseeing attendees' needs, taking care of details and having knowledge of meeting dynamics. This rotating Committee (Constitution & Bylaws) should consist of from 3-6 members serving three-year, staggered terms to insure experience and continuity.

- Chair (arrangements)
- Registration Coordinator
- Entertainment Coordinator
- Host Area Liaison

### **DUTIES/RESPONSIBILITIES:**

- To plan and supervise all arrangements, programs, budgets, entertainment, promotion, financing and fees for all conferences and annual convention.
- To prepare and publish registration forms and programs.
- To make recommendations to the District Board of Directors on the selection of future Conference and Convention sites and dates.
- To promote attendance to leaders and members on conferences and convention utilizing the District Bulletin, District Web-site, email or other methods.

**ACTION PLANS:** As a Committee, meet with the Governor at least nine months in advance of the convention and appoint necessary Sub-Committees or Sub-Chairs.

- a) What is going to be done?
- b) Who is going to do it?
- c) When is it going to be completed?