

Convention Co-Chair

This position is elected each year at the business meeting on Sunday morning of the convention. (This is the only elected position for convention.)

Responsibility: Assist the convention chair in any way required to ensure convention success. (Staying involved in the planning and implementation of committee functions will make your year as chair of convention easier.)

- Serves as chair for Chairman's dinner prior to convention opening (typically Thursday night before convention). Coordinate with hotel coordinator for meal and cost. Maintain attendance roster for dinner. (Note- all chair's meals are no charge to the chair. Co- chairs or other guests are charged for this event with 2012 price at \$20 per person.)
- Coordinate attendance roster of guests/co-chairs with Treasure for payments for chair dinner.
- Assists in planning and conducting meetings.
- Makes decisions when Chair is not available.
- Oversees certain committee functions as needed.
- Work with Hotel Coordinator to insure facilities are informed of convention needs including making sure monthly meeting rooms are scheduled.
- Suggest getting involved with committee activities to gain knowledge and understanding so as to prepare for following year to be Convention Chair. Maintain notes of activities as needed.
- Get business licenses from SB City hall so Ways and Means can sell convention items. License should be bought during October for one month only.
- Lead Sunday morning speaker meeting including selecting readers and count down person. Anonymity statement should be read.
- Address any unusual housing, registration, program, banquet and ticketing problems as needed that may occur during the convention.
- Stay connected and informed of events/ situations happening in chair position to help assist in decision making if necessary.

Budget: Typically receives complimentary room in hotel for Friday and Saturday nights and may have miscellaneous expenses such as postage, phone, etc. and reimbursement of business license.

Proposed revision: August 2012