

## GENERAL DUTIES OF ALL COMMITTEE CHAIRMEN

1. Review conference organizational chart and Hotel Policy.
2. Attend all planning meetings. If unable to attend, submit written report.
3. Recommend committee personnel assignments and/or changes.
4. Hold committee meetings as often as necessary, advising the President and Conference Coordinator of time, date and location of meeting.
5. Answer all correspondence promptly. Send copies to Conference Coordinator.
6. Submit written reports on prescribed dates with copies to others who need to be kept informed.
7. Provide Properties/Room Set-up/Signs committees with list of necessary equipment, room set-up requirements and sign(s) necessary for your committee.
8. Submit vouchers to Controller for reimbursement of approved budgeted expenses. If expenses are over budget, please list as a donation so future budget committee can revise their budget, if deemed necessary.
9. Prepare final report, purge files of all non-essential correspondence and forward turnover file to Coordinator within 30 days after the annual conference or as directed.