

CONFERENCE COORDINATOR

1. Plan and execute all phases of the spring Planning Meeting and Annual Conference with the approval of the President.
2. The Annual Conference Committee will include the Assistant Coordinator and the Chairman of the following committees: Controller, Credentials, Decorations, Education Sales, Executive Aides, Hospitality, Host Council, Meals and Registration, Pages, Program Ads, Program Books, Program Education, Protocol, Signs and Properties, Tours, and Website Manager.
3. At the pleasure of the Coordinator a registrar may be appointed to assist the Meals and Registration for the Spring Planning Meeting only. The Spring Planning Meals and Registration Chair shall receive all receipts from the Spring Planning and transmit them to the Treasurer on a flow basis. The chair shall further reconcile all receipts and attendance on the Controller's and Credentials Report forms and submit their forms to the Treasurer within seven (7) days after the event.
4. Forward complete files for the past three (3) years to the succeeding chairman following the Annual Conference. Receive a checklist of properties to turn over to the incoming conference coordinator from the Properties Chairman.
5. Prepare a final report of conference and forward to Board of Directors within two weeks.
6. Review files of previous conferences.
7. Supervises all conference committees and works with standing and special committees pertaining to the conference functions.
8. Meet with meeting site personnel as often as necessary to insure commitments on both sides are known and met. Agreements should be in writing to prevent any misunderstandings.
9. Select menus with price for approval of President and Region Board.
16. A copy of budget, when approved, is given to each committee chairman for guidance along with voucher expense forms.
17. Prepare a list of those persons receiving complimentary meals from President, Program Education Chairman, and Speech Contest Chairman. Forward list to Registration/Meals Chairman and Controller.
18. Hold planning meetings as often as necessary. Require progress reports from all committees at each meeting.
19. Determine availability from the hotel or within the region of the United States of America, California, Hawaii and Nevada
20. Determine availability of gratis bags, pens, pencils, pads, etc. from convention bureau, chamber of commerce, etc., in areas where conference is to be held. Items should be forwarded to Meals/Registration Chairman.
15. Prepare introductory remarks for conference opening ceremonies.

CO-COORDINATOR

The co-coordinator must be familiar with, and assist the coordinator with, every detail of the conference.

1. Review “General Duties of All Committee Chairmen,” and conference organizational chart.
2. Record minutes of the planning meetings, distribute minutes to President, Coordinator, and committee chairmen.
3. Make notification to required attendees of scheduled meetings.
4. Review all files, reports, and minutes, and making notes of items that require special attention.
5. Assist all committees as needed.
6. If the need arises, be prepared to assume the duties of the Conference Coordinator.