

## HOST COUNCIL

This committee is responsible for making all attendees feel welcome and provide a hospitality basket to those persons indicated by the President.

1. Review “General Duties of all Committee Chairmen” and Conference Organizational Chart.
2. The President of the Host Council designated by the Region President is responsible for the overall hospitality to all registered members and guests during the conference.
3. The Host Committee prepares a basket (usually 8) of hospitality items to be given to Board of Directors, Conference Coordinator and ITC Official Visitor. Items may include, but are not limited to, crackers, cheese, fruit, wine, coffee or tea.
4. The Conference Coordinator with approval of Region President will provide a list of those who are to receive guest baskets.
5. The President of the Council is requested to deliver a welcome address to the assembly at the Opening of Annual Conference.
6. The Host Committee will staff the hospitality room and work with the conference coordinator on supplying the room with refreshments. In some hotels, the hospitality room cannot be available to bring in outside refreshments.