

Hospitality

(General Requirements)

- Responsible to attend all designated cc meetings
- Return all convention-related inquiries or requests no later than 2-3 business days (if information needed will take longer, a courteous response/update is needed)
- Obtain approval for all letters and publications from the Board and 'cc' the Convention Coordinator before sending them out
- Notify Volunteer Coordinator of any volunteers needed

(Committee Specific Requirements)

- Provide proposed meals and budget to Board for approval
- Seek meal or food assistance from local businesses based on approval from Board (work with Board for ads, recognition, etc., for those businesses that offer substantial donations)
- Provide Thank You cards for donors to last Committee meeting to be signed by the Convention Committee
- Determine number of volunteers needed to assist you and work with Volunteer Coordinator to provide those volunteers, as needed
- Work with Volunteer Coordinator to determine meals needed
- Responsible for purchasing and preparing of all meals needed for Convention time frame (work with Board Treasurer for purchase)
- Work with Runner Coordinator to provide pizza for Thursday evening Runner party
- Provide onsite support of meals either through preparation or soliciting meal provision from local businesses and support groups
- Work with Board to determine Gift basket needs and prepare the baskets (for Speakers, VIP guests, church pastor/secretary, etc.)
- Post-Convention send thank you notes to volunteers that served in your committee
- Post-convention sends any reports requested by Convention Coordinator or Board within 30 days of convention
- Let the Convention Coordinator know if you are willing to volunteer again. If not, obtain Board approval for your recommended replacement so that you may begin training them.