Speaker Hosts will:
(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)

- Work with Speaker Coordinator to arrange for transportation to and from airport and hotel, if needed
- Aid the Speaker by "clearing the path" for Speaker to designated speaking times/locations, meal times, breaks, etc. (May need to work with Hospitality to ensure that food is set aside to accommodate speaking times, etc.)
- Aid the Speaker by "manning" the Speaker's table, as needed
- Work to make the Convention time run smoothly as possible for our Speakers
- Post-Convention send thank you notes to any volunteers that worked under you (manning tables, etc.)
- 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.