

MARYLAND SCHOOL NUTRITION ASSOCIATION
DUTIES AND RESPONSIBILITIES OF
SPECIFIC CONVENTION SUB-COMMITTEE

Name of Sub-Committee: Certificates

Purpose of Sub-Committee: Prepare certificates recognizing members/other Convention-goers for attendance and/or participation in various activities.

Preliminary Duties:

1. Request a list of names for certificates from President and Convention Committee chairs during planning meetings.
2. Prepare certificates for President and each committee chair who requests them.
3. Distribute prepared certificates to appropriate Chairs at Convention Committee at meeting on the eve of convention.

Duties at the convention:

1. Make sure President has certificates needed for each General Session.
2. Print any last-minute certificates, as requested.

Follow-up Duties:

1. Print and mail specialized training certificates, as needed.