

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

Name of Sub-Committee: Chapter Booths

Purpose of Sub-Committee: To help Chapters make money and provide a time and place for members to show their talents and have fun being together as a Chapter.

Preliminary Duties:

1. Obtain information on booth arrangements from Facilities Chair. (Location, size, arrival/breakdown time, etc.)
2. Work with Convention Committee to determine price to be charged for Chapter Booths and theme, if there is one.
3. Write letter to Chapter Presidents containing this information and whatever forms they need to submit. (Decide with Facilities Chair which of you should receive these forms). Executive Secretary can assist with mailing your letter.
4. Complete a list of Chapters that will have booths.
5. See that Treasurer gets any checks received.
6. Prepare certificates for each Chapter having a booth.
7. Notify participating Chapters of any last-minute arrangements they should be aware of, i.e., time for drawings, exhibit set-up.

Duties at the convention:

1. Work with Facilities chair.
2. Check each booth and say hello. Handle any problems.
3. Make sure correct procedures are being followed, i.e., drawing, posting of winners' names, etc.
4. Present certificates at Awards General Session. Select who wins a free booth next year.

Follow-up Duties:

1. Prepare report on the number of booths and general satisfaction, include any recommendations for next year.