

**MARYLAND SCHOOL NUTRITION ASSOCIATION
DUTIES AND RESPONSIBILITIES OF
SPECIFIC EXECUTIVE BOARD COMMITTEE**

Convention Committee

Purpose – To plan an Annual Conference with a variety of activities to interest the majority of the members.

Responsibilities:

1. Select the site for the convention. Site should be secured three years in advance, if possible, through proper channels. Size of facility, accessibility, facilities for food, exhibits, workshops, general session, parking, etc., should be considered.
2. President-Elect serves as general Chairperson and Committee Chairpersons are appointed by the general Chairperson.
3. Steering Committee shall be composed of the Executive Board, general Chairperson and Chairpersons of key Committees.