

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

Name of Sub-Committee: Security

Purpose of Subcommittee: To assure the Exhibit Hall is secure and make sure entry is limited to authorized personnel only. Provide security for the Saturday Evening of Entertainment.

Preliminary Duties:

1. Contact security vendor in the spring and make arrangements for coverage, including scheduling and financing.
2. Review list of personnel supplied by vendor and make sure all times are covered.
3. Verify above with vendor one month prior to convention date.
4. Meet with convention center day prior to event to arrange for exchange of keys and cell phone numbers.

Duties at the Convention:

1. Handle any issues that arise with security or problems a member/guest might have.
2. Obtain checks from treasurer for payment to vendor at the completion of their duties.
3. Obtain keys to Exhibit Hall, arrange for secure location of valuables.

Follow-up Duties:

1. Review convention schedule and make sure coverage was adequate for the needs, adjust as necessary.