

DUTIES AND RESPONSIBILITIES CONVENTION SUB-COMMITTEE

Name of Sub-Committee: Special Assistant to Convention Chair

Purpose of Subcommittee: To work with the Convention Chair to assure that all general sessions proceed as planned during the convention.

Preliminary Duties:

1. Become familiar with the schedule for each general session and review with the Convention Chair any specific needs for each general session.

Duties at the Convention:

1. Meet with Executive Secretary Thursday afternoon to confirm that awards/certificates and other items needed for each General Session are available and ready for the Special Assistant to pick up in advance of each meeting.
2. Check in briefly with Executive Secretary approximately 30 minutes before the start of each session to make sure there are no additional items/information that need to be provided for that session.
3. Make sure the Maryland School Nutrition Association flag is set up before each general session.
4. Escort speakers or other dignitaries as requested by Convention Chair.
5. See that flag is set up in HOD for session.
6. Coordinate with the Convention Chair on all presenters at each general session and make sure they are available at the appropriate time and ready to do assigned duty.
7. Make sure certificates and/or gifts to be given to general sessions speakers are available at appropriate session.
8. Escort Exhibitors for Best Booth Awards in appropriate session.
9. Gather award winners for third general Session (may enter from stage right).
10. Make sure Ribbon Cutting Ceremony is ready (Bow and scissors)
11. Any other duties, as circumstances require.