

Convention Committee-Purpose Statement

The Convention Committee exists to enhance the overall experience of the Annual Convention by assisting in the planning, organizing and execution of the event. Convention Committee will help with the set-up and breakdown of Convention Activities as needed or requested by the Executive Director.

Convention Committee-Job Description

Once the President decides on the location of the Annual Convention the committee will provide any information they may have for that area in planning for the convention. Site visits may be required by members prior to signing contract for venue.

Through interaction with KAA members the committee will discuss the successes, area that needs improvement and failures from the previous Convention. Input and suggestions for improvements for the next convention will begin in mid summer of each year. Suggestions for vendors that will enhance the Convention experience will need to be pursued during the summer months as February is a very busy month for Conventions. Committee members are requested to attend the board meeting just prior to the scheduled Convention, this meeting is held at the venue to go through the layout of convention and ensure that they know how everything will be laid out during convention.

During the Convention the Convention Committee will:

- assist in registration of attendees and hand out registration packets
- serve as greeters to attendees during convention
- receive items for the fun auction and/or direct where those items are received
- collect dinner tickets at both the Saturday Buffet and Sunday Presidential Gala ensuring that only those with valid tickets are admitted into the area during these events.