

## **COMMITTEES FOR ANNUAL MEETING**

Each District Coordinator or their appointed representative will assist with each committee. This individual will serve as Chair of the District Committee, which will be named by the District Coordinator, at his/her discretion.

### **1. FUND RAISER**

#### **CHAIRMAN – VICE PRESIDENT**

The type of fundraiser is left to the discretion of the committee with approval from the Executive Board. The Chair should arrange for the collection of contributions from districts and administer fund raising activities. Examples of fundraisers: White Elephant Sale (auction), Country Store, Raffle, Door Prizes, 4-H articles, etc.

### **2. PROGRAM AND DECORATIONS for Outstanding Volunteer Banquet**

#### **CHAIRMAN – PRESIDENT ELECT**

- a. Develop the program to include: agenda, head table, program, menu, and etc. for banquet.
- b. Care for intricate details of the banquet, for example:
  1. Purchase gift for speaker (reimbursed by Association)
  2. Insure that flags (US and 4-H) are present
  3. See to comfort of all guest
  4. Responsible for last minute details
- c. Plan and decorate for Outstanding Volunteer Banquet.
- d. This committee must work closely with the other officers, especially the State Advisor, the President, and the State Advisor's secretary.

### **3. DECORATIONS COMMITTEE: Annual Meetings**

#### **CHAIRMAN – NAMED BY PRESIDENT**

Decorations are left to the discretion of the committee.

### **4. EXHIBITS**

#### **CHAIRMAN – NAMED BY PRESIDENT**

Communicate with districts to secure exhibits. Communicate with State Advisor as to facility needs.

### **5. HOSPITALITY**

#### **CHAIRMAN – NAMED BY PRESIDENT**

Responsible for refreshments at association functions. Furnish and or make assignment of food and drink at appropriate times.

### **6. OPERATIONS**

#### **CHAIRMAN – NAMED BY PRESIDENT**

- a. Furnish and put up signs to designate workshop rooms.
- b. Secure host/hostesses for each workshop
- c. See that all rooms are restored to proper order.

- d. Signs for direction to workshop(s) site(s).
- e. Provide orientation for host/hostesses. Host/Hostesses must act as facilitators for workshops, introducing speakers and insuring that their needs are met.

## **7. PROGRAM**

### **CHAIRMAN – PRESIDENT**

This committee consists of the Officers (including all District Coordinators). Assignments within this committee will be made by the president.

## **8. REGISTRATION**

### **CHAIRMAN – SECRETARY**

Develop computerized mail listing of participants and facilitate registration. This committee is also responsible for the registration packets and other handouts. This committee must work closely with the membership committee.

Registration Packets consist of:

- a. Program
- b. List of participants by districts-with address and telephone numbers
- c. Evaluation instrument
- d. Minutes from executive meeting
- e. Treasurer's report
- f. Favors