

	<b>POLICIES AND PROCEDURES</b>	INDEX NO. <b>4004</b>	APPROVAL LEVEL <b>EB</b>
	SUBJECT <b>Convention Committee Responsibilities</b>	EFFECTIVE <b>8/2024</b>	SUPERSEDES <b>5/12</b>
		SPECIAL DISTRIBUTION	

**POLICY**

The Convention Committee is responsible for recommending sites for future international conventions, as well as recommending procedures and strategies for making these events safer, enjoyable, and successful.

**PROCEDURE**

The Convention Committee shall:

1. Suggest potential sites to be investigated for a determination of feasibility for future conventions.
2. Suggest ideas to promote and advertise the event to increase attendance.
3. Recommend viable convention sites to the Board of Directors and the Governing Board.
4. Recommend seminars, entertainment, and activities that may be of interest to attendees.
5. Recommend strategies which may increase attendance at the international convention.
6. Recommend ways of producing quality conventions while keeping within budget and reducing costs.
7. On site, assist with any other duties as assigned by the President.

**COMPOSITION**

The President shall select and recommend to the Executive Board for approval the members of the committee, which shall include four Area Presidents. These Area Presidents are the hosts for conventions in their area. Each Area President shall serve on the committee for two conventions before the convention at which they are the host, the convention for which they are the host and for one convention after they are the host.