

ANNUAL MEETING COMMITTEE ROLES AND RESPONSIBILITIES

- **Chair:** The task of the chair is to create a committee, assign roles and ensure that all preparations are completed.
- **Treasurer:** The treasurer receives registration funds and bills, coordinates with the state treasurer, and keeps accurate records.
- **Registration:** The task of this committee is to register participants.
- **Credentials:** The task of this committee is to confirm credentials of all voting members.
- **Door Prize Committee (optional):** Members of this committee solicit donated gifts, coupons, free weekends at hotels, gift certificates, etc. from local merchants.
- **Administrative Support Committee:** This committee has responsibility for: name tags, informational signs, table tags, speaker name cards, place cards at the banquet, the Convention Booklet, and miscellaneous handouts.
- **AAUW Funds Committee:** (auction or raffle of gift items) This committee works with the state Funds Vice President to collect donations from branches throughout the state for the AAUW Funds.
- **Giveaway Bags Committee (optional):** Members of this committee collect items that advertise various local businesses (pens, pads, calendars, etc.) and use them to fill a bag for each attendee.
- **Decorations Committee:** Provide decorations for the meeting rooms and tables.
- **Hospitality Committee:** “Meeters and Greeters” at Registration table, direct people to sessions, luncheon, restrooms, etc.
- **Publicity Committee:** Arrange interviews, photo sessions, news articles for local papers. Invite local public officials to offer greetings at opening session. Request recognition letter or document from county or city executive.
- **Other:** As needed