

51st Annual Hawaii Convention Chair Selection

Hawai'i Area Structure & Guidelines

Appendix C

Please send resume to

secretary@annualhawaiiconvention.com

by June 1, 2011 or contact Kunane D. at 277-2463

7. Convention Chairperson shall

- 7.1 Select own committee members (except for the secretary, treasurer and the Facilities Coordinator chair). Require them to have an assistant or alternate approved by the Chairperson. Furnish a list of committee names and telephone numbers to the Steering Committee.
- 7.2 Submit a budget for Steering Committee approved by January 15th of the convention year.
- 7.3 Holds Convention meetings as required and constructs an agenda with the Convention secretary.
- 7.4 Submits to the Steering Committee a final draft of the flyer, by February 1st to include any special themes, logos, activities, entertainment, mementos, awards, t-shirt designs, etc. for approval and support. Submit proposed mainland speakers for approval by March.
- 7.5 Work with Convention site and catering staff with Facilities Coordinator Chair to confirm the logistics concepts of the Convention including menus, costs, and needs.
- 7.6 Submit to the Steering Committee an overall plan for the Convention, including a draft of the program by June 1st.
- 7.7 During the convention, preside as host/hostess and help the Convention Committees and Steering Committee handle necessary matters as they arise.
- 7.8 Have fun!