

**CALIFORNIA STATE FEDERATION OF CHAPTERS
GUIDELINE 16 (H)
PREPARATION AND MANAGEMET OF FEDERATION CONVENTIONS**

**SUB-COMMITTEE DUTIES AND RESPONSIBILITIES
CHAPTER 4**

I Recommended Sub-Committees:

- A. The Convention Host Committee Chair shall form Sub-Committees to plan and carry out the various functions that are necessary to the successful operation of the convention. The following Sub-Committees are suggested:
 - 1. Audit Committee
 - 2. Decorations Committee
 - 3. Delegate Packet Committee
 - 4. Entertainment Committee
 - 5. Hospitality Committee
 - 6. Host and Hostesses
 - 7. Information Committee
 - 8. Meals Committee
 - 9. Photographer
 - 10. Program Book Committee
 - 11. Publicity Committee
 - 12. Registration Committee
 - 13. Ways & Means Committee

II Sub-Committee Responsibilities:

- A. Audit Committee (see Chapter 4 Appendix A)
- B. Decorations Committee (see Chapter 4 Appendix B)
- C. Delegate Packet Committee (see Chapter 4 Appendix C)
- D. Entertainment Committee (see Chapter 4 Appendix D)
- E. Hospitality Committee (see Chapter 4 Appendix E)
- F. Host and Hostesses (see Chapter 4 Appendix F)
- G. Information Committee (see Chapter 4 Appendix G)
- H. Meals Committee (see Chapter 4 Appendix H)
- I. Photographer (see Chapter 4 Appendix I)
- J. Program Book Committee (see Chapter 4 Appendix J)
- K. Publicity Committee (see Chapter 4 Appendix K)
- L. Registration Committee (see Chapter 4 Appendix L)
- M. Ways & Means Committee (see Chapter 4 Appendix M)

III Sub-Committee Chair Responsibilities:

- A. Recruit sufficient personnel to perform the assigned tasks,
- B. Organize their people to do the work,
- C. Follow through to assure that assignments are carried out, and
- D. Make reports of progress to the Convention Host Committee Executive Board at scheduled meetings.

END