



Job Description CONVENTION COORDINATOR

Mission: To encourage Local Unit participation and coordinate Council attendance at WASTATE PTA Convention.

- Develop a budget, goals and action plan to be submitted to Vice President in August for Executive Committee review and recommendation to the Board for their approval.
- Document all in-kind donations

March:

- Attend General Membership meeting to let local unit Presidents know about convention, the first timer orientation and the Saturday lunch.
 - Let them know about how to get free attendance through volunteer hours.
- When the convention materials arrive:
 - Make a reservation at the Doubletree for two connecting rooms in the tower.
 - Prepare first timer orientation packets.

April:

- Attend General Membership meeting.
 - Let the Presidents know when the first timer orientation will be and remind them about how to get free attendance through volunteer hours.
 - Have the information at the meeting about ordering lunches and get the lunch orders.
- CALL IN THE LUNCH ORDERS.

May:

- Attend convention and be available for the lunch delivery on Saturday.
 - Place a notice on the bulletin board about where the Council rooms are located.