



## 56<sup>th</sup> National Convention Committee Descriptions



COMMITTEE	DESCRIPTION
ADA	<i>Support the National ERT Team as needed to ensure all activities are ADA accessible, secure sign language interpreters, assemble a team of medical professionals to assist during plenaries and events (ERT).</i>
Budget & Finance *	<i>Assist in the development of the convention budget; oversee all financial transactions.</i>
Chapter Convention Bag	<i>Secure meaningful materials for a gift bag, from the chapter, to be provided to registered delegates (voting, non-voting, and alternates) in the official convention bag. Stuff the gift bags at least five days prior to the National Convention beginning date.</i>
Coordinator Support *	<i>Provide administrative and other assistance to coordinators both during convention planning and during national convention.</i>
Custodian	<i>Stores and transports all chapter properties for events and keeps an inventory of items requested and utilized</i>
Family & Soror Events/ Photo Installation	<i>The committee is responsible for planning and coordinating activities for family members and friends in attendance at the convention.</i>
Fundraising/Sponsorship	<i>Work to secure funds for national convention; secure sponsorships</i>
Hospitality/Chapter Office	<i>Work in conjunction with National Membership Services to jointly plan and maintain the hospitality room; operationalize the chapter office</i>
Impact Day	<i>Responsible for planning and execution of the national community service project. The committee will also plan event on Monument Circle to welcome delegates and celebrate the sisterhood.</i>
Information Booth/Lost & Found	<i>Assist sorors in moving around and functioning in the Convention Center and the host city; manage lost and found items.</i>
ISCC/Publicity	<i>Provides technical assistance and supports Public Relations.</i>
Local Transportation	<i>Provide transportation needs of local, state, and regional leadership.</i>
Opening Reception	<i>Plan a no cost activity for delegates as a courtesy from the host chapter.</i>
Protocol	<i>Assist the national Protocol &amp; Traditions Committee to ensure protocol is followed at all events.</i>
Safety *	<i>Serve as a liaison with local and event police and security.</i>
Souvenir Journal	<i>Provide souvenir journal (i.e., cost of ads, format, deadlines, distribution).</i>
Step Show/Club Delta	<i>Assist the National Second Vice-President in the implementation of the step show; plan Club Delta.</i>
Volunteer Coordination	<i>Work with each committee and coordinators to determine needs and solicit volunteers.</i>
Welcome	<i>Coordinate welcome activities including greeting sorors arrival to departure; securing welcome tokens as appropriate</i>

\* These committees do not require volunteers.