

MARYLAND SCHOOL NUTRITION ASSOCIATION  
DUTIES AND RESPONSIBILITIES OF SPECIFIC  
CONVENTION SUB-COMMITTEE

Name of Sub-Committee: Educational Sessions

Purpose of Sub-Committee: To provide workshops of interest to MSNA member that will promote professional growth, improve job skills and increase productivity. Secure keynote speakers for convention general sessions.

Preliminary Duties:

1. Assess needs of membership and obtain educational input from Convention Committee before determining topics for the convention.
2. Ascertain the number of presenters and sessions needed and the number of times sessions will be done.
3. Identify resources / speakers for the topics to be presented.
4. Make first contact with identified speakers, follow up with letter to confirm their agreement. Include in the work topic, date, place and fee information if there is one. Have firm commitments by early June.
5. In early June let the Serving Spoon editor know the speakers and their topic.
6. Contact speakers in July to find out what equipment they require, special room arrangements and need for overnight lodging. Also, ask for a short biography to be printed in program. This is needed by August 1.
7. Send biography to person in charge of program printing. (biography can also be used for introducing speaker).
8. Through person responsible for housing and hotel functions make arrangements for any lodging needed.
9. Give list of equipment needed and diagram of how room is to be set up to Facilities and Security chairperson.
10. About three weeks before the Convention, contact speakers to reconfirm and give last minute information.
11. Forward to reservation chairperson the names of speakers so they have badges and opening packets.
12. Forward names of speakers to obtain ribbon and certificate of appreciation.
13. Arrange for hostess to introduce speakers.

Duties at the Convention

1. Check rooms for proper equipment, chairs, etc.
2. Check for signs on rooms.
3. Meet speakers at prearranged place and escort to rooms.
4. Check to make sure everyone is at their post.
5. Try to have all sessions filled, steer people in session if it looks empty.
6. Hostess to give speakers certificate and thank them.
7. Make sure equipment is returned to proper person.

## Follow-up Duties

1. Send thank you letter to presenter on behalf of MSNA.
2. If any speakers are due fees, make sure Treasurer has name, address, and amount due.
3. Prepare report of recommendations, etc.