

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

Name of Sub-Committee: Hostesses/Hosts

Purpose of Sub-Committee: Provide assistance and information to participants and speakers during the Convention.

Preliminary Duties:

1. Establish a team of hostesses/hosts to work all during the Convention (12-15 people). The team can come from one county or from several counties.
2. Obtain ribbons or similar item for hostesses/hosts to wear at the Convention so they will be easy for others to identify.
3. Obtain special items of dress in keeping with Convention theme as directed by Convention Committee.
4. Make sure that each activity, including Education Sessions, General Sessions, Exhibits, and other scheduled activities have the number of hostesses/hosts needed to do the job.
5. Coordinate certification credit certificates that will be handed out at the end of each session.

Duties at the convention:

1. See that all hostesses/hosts are at scheduled posts at least 15 minutes before the beginning of each session/activity. Hostesses/hosts must introduce speakers at beginning of each educational session.
2. Hostesses/hosts are responsible for seeing that participants coming to the session/activity are directed to seats and receive any handouts. Hostesses/hosts should turn lights on/off for presenter if needed and assist with items of similar nature.
3. Hostesses/hosts should hand out certification certificates, if appropriate, at the end of the session.
4. Hostesses/hosts should answer questions about name of session, where restrooms are, or where a specific room is located.
5. Hostesses/hosts will collect and count tickets and turn count into event Chair and to the person in charge of registration.

Follow-up Duties:

1. Report expenses at Convention Committee meeting and present bills to Treasurer for payment.
2. Make recommendations to Convention Committee concerning assignments and responsibilities for hostesses/hosts at future conventions.