

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

Name of Sub-Committee: Parade of Leaders

Purpose of Sub-Committee: Provide appropriate recognition to Chapter Presidents, Past MSNA Presidents, and County/City Directors/Supervisors.

Preliminary Duties:

1. Develop a method of recognition appropriate to the Convention theme.
2. Two to three months prior to the Convention, send out invitations to all persons to be recognized. Include specific information on dress, materials needed, time, place, etc.
3. Gather information concerning those who will participate and develop a listing in the order that each person will be presented.
4. Compile information gathered, and write a script to be used to introduce and present each person
5. Order any flowers, gifts, props, etc. needed for the Parade.
6. Send out reminder notices to all participants 2-3 weeks prior to the Convention.
7. Arrange for help, if needed. Contact Hostesses for any arrangements they can help with.
8. Make arrangements for stage, microphone and other details as needed.

Duties at the Convention:

1. Line up participants in the order they will be introduced.
2. Explain procedures for the Parade to the participants.
3. Make sure that the microphone is working and the stage is ready.
4. M.C. the Parade of Leaders.

Follow-up Duties:

1. Report expenses
2. Present bills to the Treasurer for reimbursement