

COMMITTEE MEMBERS

NAME Policy:

- I. Convention/Houseparty Steering Committee members shall be NAME members in good standing.**
- II. The NAME Board of Trustees shall approve the Hosting Chair. The Convention/Houseparty Advisory Committee shall approve all steering committee members and replacements.**
- III. The Hosting Chair shall appoint an Assistant Chair to be approved by the Board of Trustees who will be equally well informed of all details and therefore capable of substituting for the Hosting Chair in an emergency.**
- IV. No one on the steering committee will be considered for a souvenir contract for the Convention/Houseparty for which they serve.**
- V. If a Steering Committee member applies for, and is accepted for a sales table at the Convention/Houseparty, someone else must staff the table during the Convention/Houseparty.**

Important Requirements:

- ❖ **All steering committee members (and family members) shall register by the VIP deadline.**
- ❖ **Anyone serving as a Convention/Houseparty committee chair is allowed to teach or take part in pre-convention activities with majority approval of the Steering Committee and whose duties as a chairperson will not be compromised.**

Other Considerations:

- I. Some committees are labor intensive at Convention/Houseparty time, (i.e., Operations, Tote Bags, Convention/Houseparty Helpers, Door Prizes, Centerpieces, Registration). A club or established work group can be responsible for this but only one person is designated the Chairman who serves as a member of the Steering Committee.**
- II. Each chair should have a designated assistant for emergencies especially at the National level.**
- III. When possible, Steering Committee Chairs should have first hand knowledge of a Convention/Houseparty experience. First Timers should not serve as committee chairs, but they can be great helpers.**
- IV. All correspondence from any chairman needs to first be reviewed and approved by the Hosting Chair.**

Important Information to Note not related to the Steering Committee:

- **Life Member Reception:** The Life Member Reception is normally held just before the Auction at a Convention. The President is responsible for this reception.
- **Auction Chair:** An Auction is held at the National Convention each year. The Auction Chair is appointed by the President with approval of the Board of Directors and is not a member of the Steering Committee. The Auction Chair makes all of the arrangements for AV equipment rental and for set up of the room for the Auction. The space and cash

bar are negotiated as part of the contract with the hotel. The Auction Chair will work with the Hosting Chair to add the Auction to the Schedule of Events, to establish a set up time and to coordinate a table at each Registration time to accept Auction items. The Auction Chair will work with the Operations Chair who will assign the Auction storage space. The Auction is held on Friday evening and no other convention activities shall conflict with the Auction.

Convention/Houseparty Steering Committee Members

Hosting Chair*
Assistant Chair*
Activities and Events*
Centerpieces
Door Prizes
Exhibit Room
Garage Sale
Gold Star
Hospitality (this position can also incorporate Table Host/Hostess or you can have two different people do them)
Convention/Houseparty Helpers*
Mini-Exchange
Mini Mart (optional)
Operations*
Pre-Convention Workshops*
Program (optional)
Publicity
Registered Workshops*
Registration
Roundtables
Sales Room*
Souvenir Book
Souvenirs
Table Host/Hostess
Theme Luncheons
Tours
Tote Bags

*These committee positions are very important and the Hosting Chair should have names to present to the Convention/Houseparty Liaison before applying to host a Convention/Houseparty. An Advisory Committee member will be assigned as Advisor upon approval of the Convention/Houseparty by the NAME Board of Trustees. An Advisory Committee member will be assigned after the Convention/Houseparty has been approved.