

COMMITTEE: **ANNUAL CONVENTION**

DUTIES: Plan and organize the KHA Annual Convention. This shall include hotel set up, registration information and packets, exhibitors set up, registration and receptions, training sessions, program books, entertainment, hospitality, or any other functions related to the annual convention. Training shall include Administrative, RIC/Service Coordinators, Commissioners, Public Housing and Section 8 issues, Past Presidents function and a Golf Outing. Prepare a request for registration to be approved by the Board and submit all Board approved contract to the President for signature. Report the progress and the financial status of the workshop to the Board. Maintain tight control and operate within the approved budget. All committee members must present all expenditures to the committee chair for approval. The Chairpersons will be responsible for submitting the approved statements to the treasurer for payment.

RESPONSIBLE KHA OFFICER: **VICE PRESIDENT**