

COMMITTEE: **KHA EXECUTIVE DIRECTOR'S CONFERENCE**

DUTIES: Plan and organize executive conference to include hotel set-up, registration information, and packets, training sessions to cover important current issues facing new and current E.D.'s in the state, report progress and the financial status of the conference to the Board. Maintain tight control and operate within the constraints of the approved budget. All committee members must present all expenditures to the committee chair for approval. The chairperson will be responsible for submitting the approved statements to the treasurer for payment.

RESPONSIBLE OFFICER: **VICE PRESIDENT**