

Conference Committee

The Conference Committee will be comprised of a Committee Chair, Member Services Director and a minimum of one member from each Chapter. The KWWOA State Chairman will appoint the members to this Committee.

Committee Member duties include:

1. Solicit RFPs from potential Conference sites. Upon evaluation of the information submitted, conduct site visits for those that show promise and negotiate a contract for the site selected.
2. Establish a budget for the Conference including all prices, taking into consideration past Conference expenses and the funds necessary to support the Organization Solicit and contract for all necessary Conference services.
3. Identify potential topics and speakers for the technical program.
4. Approve all expenses and forward them to the KWWOA State Treasurer for payment.
5. Conduct all business necessary to ensure a successful technical program, exhibit show and social event.