

	FMCA POLICIES AND PROCEDURES	INDEX NO. 4004	APPROVAL LEVEL EB
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POLICY

The Convention Committee is responsible for recommending sites for future international conventions, as well as recommending procedures and strategies for making these events safer, enjoyable, and successful.

PROCEDURE

The Convention Committee shall:

1. Suggest potential sites to be investigated for a determination of feasibility for future conventions.
2. Suggest ideas to promote and advertise the event to increase attendance.
3. Recommend viable convention sites to the Board of Directors and the Governing Board.
4. Recommend seminars, entertainment, and activities that may be of interest to attendees.
5. Recommend strategies which may increase attendance at the international convention.
6. Recommend ways of producing quality conventions while keeping within budget and reducing costs.
7. On site, assist with any other duties as assigned by the President.

COMPOSITION

The President shall select and recommend to the Executive Board for approval the members of the committee, which shall include four National Vice Presidents. These National Vice Presidents are the hosts for conventions in their area. Each National Vice President shall serve on the committee for two conventions before the convention at which they are the host, the convention for which they are the host and for one convention after they are the host.