

## WASHINGTON SCHOOL NUTRITION ASSOCIATION

### Job Description Special Services Chair

1. Check with conference site to determine whether WSNA is required to use their equipment or if we can provide some of our own. Determine together with the President, President-elect and Conference chair whether we will bring in equipment, if allowed.
2. Oversee the budget for audio-visual services, making sure to take into account all hidden costs, such as service charges, that the provider may add to their posted prices.
3. Work with the audio-visual equipment provider to ensure that all necessary equipment is provided at the proper times and in the proper locations. A master list from which to work will be provided by the Program Chair.
4. Be responsible for audio-visual arrangements for all general sessions, workshops, HOD, and Executive Board meetings.
5. During conference, check meeting rooms to ensure that they are properly configured for classes being held there.
6. Arrange with the facility for table set-up in the registration area as well as for chapter tables and silent auction tables.
7. Attend pre-and post-Conference meetings with the conference site to go over audio-visual requirements and invoices.
8. Maintain a complete file of conference activities pertaining to this committee and give the file to the Conference Chair no later than September 1 following Conference.