



Annual Meeting Committee

Applicable Bylaws:

Article II	Purpose
Article IX	Meeting of the Members
Article XII	Standing Committee

Committee Function:

1. Plan and arrange for the annual meeting of the Society.
 - a. Select at least one committee member from outside the Board of Directors to aid in planning.
 - b. Solicit ideas for program from Board of Directors.
 - c. Report to Board of Directors by September the tentative program, including topics, speakers, registration fees, exhibitors fees, guest list (those receiving gratis registration).
 - d. Confirm programs and speakers.
 - e. Coordinate with the continuing education committee to make sure that programs complement one another.
 - f. Arrange for various meeting details.
 1. Handouts
 2. Audio-visuals
 3. Meal functions.
 4. Introductions.
 5. Invitations to guests (surrounding states)
 6. Speakers.
 7. Head table (if necessary)
 8. Entertainment.
 9. Thank you letters following the meeting
 10. Coordination of activities with ISU.
 11. Determine SLSI portion of fees to be charged by ISU.
 - g. Select members of the Spouses Committee (if having one).