

2022 Convention Committees

Convention Function	Responsibility
Registration	Receive and document convention applications. Money received will be turned over to the convention treasurer. Provide CPA volunteers to help with registration table during convention. Get convention bags with goodies, nametags for convention attendees. Make attendance certificate for each person attending the Convention. Convention information binders or portfolios. Have representatives at the 2021 Convention for early registration. Check in on all the Convention Days and the day prior to convention start. Information desk during registration and class time. Convention bags with goodies, and name badges.
Room Monitors	Guest speaker introductions and room monitors (2 per room). Door prizes for each session (2 ea. Prizes per session). Acquire door prize tickets. Provide guest speakers with subject (topic), certificates of appreciation and gifts for those guest speakers. Have persons attending the Exhibit Hall. After the sessions do some housekeeping to make sure the room is in orderly condition.
Decorations	Provide decorations for opening ceremonies, luncheons, and banquet dinner. Any signage used for sponsors and etc.
Audio & Visual	Provide all audio and visual equipment use during the 2022 convention.
Sponsors	Get sponsors for convention. Provide signage of all the sponsors, thank you letters and plaques.
Meals & Tickets	Assist in meal coordination, collection of meal tickets at the doors & door prizes for the meals.
Opening Ceremonies & Awards Banquet	Put together the Opening Ceremonies and Banquet Dinner. Assist in a speaker for the Opening Ceremony, Lunches, and Banquet Dinner.
Guest Speakers	Speakers for: Opening Ceremonies, Lunches, & Banquet Dinner
TCOLE - Police Officers	Provide classes, for the officers to meet the TCOLE Certification Procedures. Assure all Officers complete all paperwork (sign in and out and evaluation form completion) and turn in to room monitors. (at least one room monitor per room for the sole purpose of TCOLE paperwork.
Hospitality Room	Monitor the room every night (open to close). Supply snacks, water, and beer (these items being donated). Make sure room is picked up each night and things are replenished.
Misc. Volunteers	Volunteers to assist where needed. (20 plus)
Ice Breaker & Function after Convention Closure	Function for the Ice Breaker prior to Convention Start & when the convention is over, a function for the members to do prior to departure.