

## **RESPONSIBILITIES OF THE ANNUAL WORKSHOP COMMITTEE**

Bylaws – ARTICLE X, Section 1

### **CHAIR- SENIOR VICE PRESIDENT**

The Committee shall consist of a Chair and five members appointed by the President, including a representative from the Host Zone for Convention that year. Committee members will be appointed from various Zones across the state. The Executive Office Manager of the Association is involved as a resource person.

The Annual Workshops will take place the day before the Annual Meeting at the Convention.

The Committee plans the workshops to be of general interest to all delegates. This includes finding presenters, recorders, and introducers. Entertainment and/or a Keynote speaker will be secured for the evenings of and preceding the workshops by the committee. Each presenter, speaker, and entertainer will receive a time schedule of the workshops and a written acknowledgement of their agreement to conduct a workshop, to speak, or to entertain. Special programs may be included in the plans, such as, but not limited to, a golf tournament, a bridge tournament, and a NYSRTA musical presentation.

The program will be evaluated by an evaluation sheet, developed in cooperation with the Executive Office Manager. The committee chair is responsible for preparing the workshop information for publication in *YORK STATE*. The Chair will also work with the Site Committee and the Executive Office Manager with information on rooms and equipment needed for presentations.

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What may seem like wasted space in this spot is intended to provide integrity to the material on the pages following.