

Delegation by Design: Building and Nurturing Your Steering Committee  
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Committee for Conventions

## **THE STEERING COMMITTEE**

Responsible for planning and running all aspects of the convention.  
Could have as many as 16 members...or not!  
Most will have significant individual duties  
Effective delegation is crucial if you want to have a good convention  
...and live to tell about it!

### **Members of the Steering Committee**

Convention Coordinator, Chair  
Secretary  
Treasurer  
Chapter Dean (ex officio)  
Regional Councilor (ex officio)

plus...

### **Chairs of the Sub-Committees**

Program  
Finance  
Gifts, Grants, Contributions  
Logistics  
Exhibits  
Volunteers  
Transportation  
Hotel  
Registration  
Hospitality  
Publicity  
Website/App/Program Book  
Competition (AGO/Quimby RCYO)