

**MEETING HALLS, SIGNS & FLAGS CO-CHAIRMAN
NATIONAL CONVENTION COMMITTEE
DUTIES AND RESPONSIBILITIES**



This information sheet is to be used as a guide to the duties and responsibilities of the National Convention Committee Meeting Halls, Signs & Flags Chairman and co-chairman. It is not intended to be all-inclusive. At the conclusion of the National Convention, if you feel there are items that should have been listed, please notify the National Convention Office so these may be added to future information sheets.

1. Requires a minimum of **seven (7)** volunteers each day.
2. Set up signs and American Flag required each day for all meetings. **ALL SIGNS/FLAGS MUST BE IN PLACE ONE (1) HOUR PRIOR TO MEETINGS.** The convention office will provide an agenda, with location and meeting times, (2) weeks prior to National Convention outlining locations for flags and signs.
3. Requires seven (**7**) volunteers to set state signs for Business Session Monday during lunch break. The Patriotic Celebration is held inside the convention center on Tuesday afternoon. The signs are removed at the end of Tuesday's business session to make way for the set-up of that event on Tuesday evening. Signs are put up again on either Tuesday after the Patriotic event or Wednesday morning prior to the business session where they will remain until the close of the convention on Thursday. Staff members from national will have reports used to place signs within hall according to membership ranking. Masking tape/labels are used to note the location of the department signs on first day (on floor) for ease in resetting the signs. Black marker will be used on these identifying labels.
4. You will be provided a sign-in sheet for your volunteers. Volunteers will receive twenty dollars (20.00) for a full day's work, ten dollars (\$10.00) for a half-day's work, five dollars (\$5.00) for a quarter day's work.
Note: We do not pay Auxiliary volunteers.
5. Assist the National Convention Chairman and National convention director if and when required.