



# *Oregon Association of Municipal Recordors*

## **CONFERENCE COMMITTEE**

**Purpose:** This committee will be responsible for the annual conference.

**Responsibilities:**

- A. To work closely with the Second Vice President and the Special Projects/Fund Raising committee since certain fundraising will occur at the annual conference.
- B. Coordinate with the Treasurer the registration and projected attendance.
- C. The Chairperson will appoint members to be responsible for the following:
  - 1. Workshops/topics/speakers
  - 2. Sponsors
  - 3. Vendors
  - 4. Auction
  - 5. Door prizes
  - 6. Hospitality and special guests
  - 7. Registration
  - 8. Other duties as necessary