

SITE COMMITTEE

January

- Attend Program Committee meeting
- Work with Spring Conference site on logistics

February

- Attend Program Committee meeting
- Work with Spring Conference site on logistics

March

- Attend Program Committee meeting
- Work with Spring Conference site on logistics

April

- Coordinate purchase of President's Suite hospitality items with President for Spring Conference
- Work with Spring Conference site on logistics

May

June

July

- Attend Program Committee meeting
- Work with Fall Conference site on logistics
- Explore potential sites for future conferences (current chair/co-chair like to have sites selected **at least** 12-16 months in the future. Check with sites about savings offered for signing multiple year contracts)

August

- Participate in Program Committee conference calls
- Work with Fall Conference site on logistics

September

- Participate in Program Committee conference calls
- Work with Fall Conference site on logistics

October

- Participate in Program Committee conference calls
- Work with Fall Conference site on logistics

November

- Coordinate purchase of President's Suite hospitality items with President for Fall Conference
- Work with Fall Conference site on logistics

December

- Help President determine site for state dinner at Federal Student Aid conference (optional)