

# General Conference Chairman

**Goal:** Oversee planning and organization of ANGA's general conference in order to provide an informative program to train and educate the membership on issues of concern to the natural gas industry.

## **Duties and Responsibilities:**

- Assist President in selection of venue
- Negotiate contract with hotel
- Organize and plan site visit
  - Prepare general conference budget
  - Work with Sub Committee Chairman
  - Develop Agenda
  - Time Frame for Meeting
  - Work with Hotel
  - Selection of Food
  - Selection of A/V
  - Selection of entertainment & speakers
- Review registration materials
- Oversee general conference

**Budget Requirements:** Set fees at appropriate level in order to cover conference expenses.

## **GENERAL CONFERENCE SUB-COMMITTEES:**

AFFILIATES
BINGO
DOOR PRIZES
SILENT AUCTION
GOLF
RECEPTIONS
PROGRAM
REGISTRATION
YOUTH
ENTERTAINMENT
CYCLE RIDE
FISHING
CLAY SHOOT