

**MEETING SITE COMMITTEE**  
**JOB DESCRIPTION**

The Chairperson is appointed by the President each year. This person should always be located in the city at which the meeting will be held.

Other members of committee usually include President, Program Chairperson and Exhibit Chairperson.

The responsibilities of this person or persons:

1. To coordinate with the local meeting site for the annual meeting.
2. To serve as liaison with local meeting site personnel.
3. To arrange for special needs for the annual meeting.