



NCCAA Conference Host Committee Guidelines

PRE-CONFERENCE COMMITTEE RECORDING SECRETARY

A committee Recording Secretary should be selected to take the minutes at pre-conference meetings.

These minutes should be prepared and given to the Chairperson and Co-Chairperson and mailed to the NCCAA Chairperson. They should then be passed out to all the local committee members at each monthly planning meeting.

An up-to-date roster containing the names, addresses, and phone numbers of committee chairpersons should be maintained and mailed to the NCCAA Chairperson and provided to local committee chairpersons.