



NCCAA Conference Host Committee Guidelines

PRE-CONFERENCE COMMITTEE RECORDING SECRETARY

A committee Recording Secretary takes notes/records the minutes at pre-conference meetings.

The Host Secretary maintains the roster for the Host Committee. The roster contains the Names, email address and phone numbers of the Host Committee Chairs and Co-Chairs and any members in attendance at the pre-conference meetings.

The Host Secretary prepares the minutes and roster and emails to the Host Committee members and the NCCAA Chairperson and NCCAA Treasure.