



NCCAA Conference Host Committee Guidelines

PRE-CONFERENCE COMMITTEE RECORDING SECRETARY

A committee Recording Secretary takes notes/records the minutes at all the pre-conference meetings. Recording Secretary works with the Host Chairperson and Co-Chair to establish an agenda for the 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 officers within 1 week following each meeting.