

Host City Team Coordinator is responsible for functions that warrant local support, such as coordinating a Local Mobile Volunteer Force that will provide onsite assistance where needed. Coordinate Guest Services Committee activities, including hours of operations, work schedules, resource requirements, etc. Coordinate onsite support services for Plenary/President's Reception/Special Events/etc. with Protocol. Submit monthly progress report to Training Chair for inclusion in Committee report to National President and NEC.

Guest Services Committee is responsible for (1) providing overall, accurate information to Training attendees and guests; (2) coordinating the First Aid/EMT Health Service station for medical attention resulting from minor incidents of injury and illness; (3) providing direction and controlling the traffic flow of registered attendees; and (4) ensuring all special guests, dignitaries, and National Officers receive appropriate seating accommodations at specific events.

Inventory Control Committee is responsible for onsite management, control, inventory, and initial hand-receipt of all Training related products and merchandise used by the planning committees.

Special Events Committee is responsible for planning and executing the extracurricular activities after training sessions for conferees and/or their guests. Coordination with Host City Coordinator and NFC Chair is a necessary component for successful execution, cash management and financial reporting. The Host City Coordinator shall provide oversight and direction for this Subcommittee.