



Host Committee Chairperson Roles and Responsibilities

Reports to the Convention Chairperson

This role typically is served from the conclusion of previous district convention through conclusion of the convention they were elected for. Additional time may be necessary to transition to the next year's host committee chairperson.

Overview: Oversees and coordinates the Host Committee to meet its accountabilities in collaboration with the Convention and Production Teams. Recruits, and oversees the host committee members to serve as local hosts for the convention attendees. Serves as the communication liaison between the hotel staff and the Convention and Production Teams.

Additional accountabilities include but are not limited to:

- Works with the district governor and marketing chairperson to identify sponsorship opportunities to support the convention.
- To learn more about how to identify a great speaker, please see the resource titled "How to find a Great Speaker."
- Works with the Convention Team and the local convention and visitors bureau.
- Works with Convention Team on negotiations with hotel/site venue regarding contracts, room rates and meal prices.
- If exhibitors will be present during the convention, assign a liaison to help support them.
- Organize convention volunteers and create a contact list.
- Serves as main point person for transportation service for guest speakers working with the district governor and convention chairperson.
- Works with program coordinator to schedule host members at events.
- Partner with program coordinator to develop and provide planned activities for guests of Lion attendees.
- Works with Convention Team and venue concerning last minute schedule changes.
- Develop a schedule for all host committee volunteers and share with the Convention Team.
- Organize a welcome committee who will welcome guests at the hotel, venue and other locations as needed.



Host Committee Roles

You serve as the local network connection for the Convention Team. You may be asked to host the opening reception, gather community-specific information regarding local venues and recreational attractions. Assist the Convention Team with developing contacts with local media outlets to promote the convention.

Host committees often serve several main roles for the district convention. Following are some helpful guidelines.

PRIOR TO THE CONVENTION:

- Works with the Convention Team to provide any information needed to the convention and visitors bureau.
- Plan fundraising to help offset event expenses.
- Assist to find speakers for the convention (See the “How to Find Great Speakers” resource).
- Assist the program coordinator to find entertainment.
- Assist the program coordinator in finding local advertisers for the convention program guide.
- Works with district governor and marketing chairperson to identify and secure promotional gift items.
- Partners with the program coordinator to develop and provide planned activities for guests of Lion attendees. Have a dedicated host Lion(s) for this role.
- Work with the Convention Team to provide any information needed to the convention and visitors bureau.
- Go over some frequently asked questions you may receive from attendees – ATM’s, parking, driving directions, nearby restaurants, etc.
- Make sure that the Convention Team has a copy of the committee’s schedule.
- Get a copy of the head table list for each event from the program coordinator.
- Do a walk-through of the hotel so that all are aware of event locations.



Host Committee Roles

DURING TO THE CONVENTION:

- Wear host committee attire for easy recognition.
- Have an early morning meeting with the host volunteers to review each days events.
- Serving as volunteers onsite for all logistical needs for registration, plenary and workshop/seminar sessions, social events and all meal events.
- Staff the information booth to help the attendees.
- May host an opening reception on the first day of the convention.
- Volunteers needed to help conduct the fundraisers.

LOCATIONS REQUIRING ASSISTANCE:

- Information Booth during opening day registration.
- Station personnel throughout all areas of convention venue to direct traffic and get familiar with registration or other event locations.
- Have additional facility maps available.
- Know where hotel services are located: restaurants, restrooms, meeting rooms, etc.

PLENARY, WORKSHOP/SEMINAR, MEAL EVENTS & FUNDRAISING:

- Work with affiliated chairpersons and/or coordinators.
- Provide traffic control at the doors.
- Make sure all who enter are wearing a badge.
- Direct convention attendees into the ballroom. Assist VIP's as assigned to reserved seating and assist attendees who have special needs.
- Assist late comers to seats. Monitor door traffic in and out while session is occurring for minimal interruption.
- Complete a head count at the beginning of the session and at midpoint.
- Manage events evaluation form distribution and collection.
- Be ready to assist attendees to other concurrent sessions if multiple are occurring at the same time.

Host Committee Roles



MEAL EVENT:

- Assist with decorations.
- Be familiar with the meal event; if it has special activities, be ready to fill additional hosting roles, i.e. fundraising during meal.
- Be ready to assist for those with special dietary needs or specially ordered meals.

ENTERTAINMENT:

- Work with program coordinator on any assistance needed with the entertainment.
- Works with Convention Team to assist with set up as required.
- Assists with decorations.

GUEST PROGRAM:

- Assists guests should an “off-site” trip be planned.
- Assists with bus loading or other locally provided transportation.
- Assists at off-site venue to direct traffic and keep all attendees in a group.