

2017-2019 KHA COMMITTEE ASSIGNMENT

COMMITTEE: **KHA/HUD MID YEAR CONFERENCE**

CHAIRPERSON: **CHERI JAMES, CATLETTSBURG**
606-739-6851

DUTIES: Plan and organize the KHA/HUD Mid Year Conference to include registration information, packets, registration and receptions, training sessions (to include Public Housing, Section 8, RIC/Service Coordinators, FSS, Risk Management, and Commissioner's Training), programs books, hospitality or any other function related to the Mid Year Conference. Report all contract information to the Board and submit all Board approved contracts to the President for signature. Report the progress and the financial status of the Conference to the Board. Maintain tight control and operate within the constraints of the approved budget. All committee members must present all expenditures to the committee chair for approval. The Chairpersons will be responsible for submitting the approved statements to the treasurer for payment.

RESPONSIBLE KHA OFFICER: **VICE PRESIDENT OF HOUSING**