

COMMITTEE: **RESIDENT TRAINING AND R.I.C./SERVICE COORDINATORS**

CHAIRPERSON:

**DUTIES:** Plan and organize a specialized training for residents. This shall include hotel set up, registration information, packets, cultural entertainment, training sessions, program books, or any other function related to the resident conference. Plan and organize a specialized training for R.I.C./Service Coordinators Training to include hotel setup, registration information, and Training Sessions. Report all contract information to the Board and submit all Board approved contracts to the President for signature. Report Progress and Financial status of the conference to the Board. Maintain tight control over the budget and operate within the constraints of the approved budget. All Committee Members must present all expenditures to the Committee Chair for approval. The Chairperson will be responsible for submitting the approved statements to the Treasurer for payment. Attend Board Meetings to present trainings for the Residents and the R.I.C./Service Coordinators.

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