

COMMITTEE:     **MAINTENANCE WORKSHOP**

**DUTIES:** Plan and organize a hands-on maintenance workshop. This shall include hotel set up, registration information and packets, exhibitors set up, registration and reception, training sessions, program books, entertainment, hospitality, or any function related to the maintenance workshop. Prepare a request for registration fees to be approved by the Board. 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 workshop 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 Chairperson will be responsible for submitting the approved statements to the Treasurer for payment.

RESPONSIBLE KHA OFFICER: **VICE PRESIDENT MAINTENANCE**