

Meeting Planner

This is a 3 year appointed position which may be renewed for an additional 3 years. Ideally this person will have been the chair of a state conference. This person serves as a liaison to the company we use for contracts for our meetings.

This person is available to assure continuity and to answer questions and provide advice to the current conference chairs. This person should meet with the prospective meeting chairs as soon as possible. We do have a journal that was prepared by former meeting chair which includes step by step advice for the planning.

In addition to the annual meeting, the meeting planner will help to arrange a meeting place for the Fall REC meeting.