**Position title: Site Selection Committee Chair**

Position description:

* Organize site visits to hotels and venues for upcoming KACE conference.
* Complete venue and hotel information sheets to make informed decisions about where to hold the upcoming conference and block hotel rooms.
* Ensure President-elect receives all venue and hotel forms and contact information.
* With the help of the committee, select venue and hotel for upcoming conference and present proposal to KACE Board during the April Board meeting—have back-up venue and hotel suggestions.
* Track any site visit travel expenses committee members will ask KACE to reimburse them for making sure the total amount for the committee does not exceed $500.

Qualifications or skills needed to fulfill this position:

* No pre-qualifications other than being a current KACE member
* Past experience on conference planning committee is helpful