



Sister City International 2008 Conference Committees

Updated: 2-12-07

Legal

The Legal Committee's main responsibility is to insure that there is compliance with all relevant legal and regulatory requirements. This committee is also responsible for insurance, contracts, and reviewing legal issues.

Finance

The Finance Committee is responsible for working with the established budget. This includes collecting payments, merchandise purchases, preparing budget reports as well as advising Host Committee of the status of accounts receivable.

Fundraising

The Fundraising Committee's responsibilities include creating a fundraising plan. With this comes the responsibility of raising money, writing grant proposals, soliciting contributions, and planning fundraising activities.

Marketing

The Marketing Committee is in charge of handling all levels of the press, assisting with strategic partners and creating marketing materials such as brochures.

Logistics

The Logistics Committee responsibilities include organizing translators, room assignments, on-site registration, and transportation.

Hospitality

The Hospitality Committee's responsibilities include finding a venue, planning the menu, parking, and invitations. They are also responsible for welcoming and introducing guests, providing information about the city and event, and thank yous.

Special Events

The Special Events Committee is in charge of planning, promoting, and coordinating large and small events. They are also responsible for advertising such events.

Volunteers

The Volunteer Committee's responsibilities include recruiting volunteers, determining job descriptions, organizing volunteer schedules and orientation.

Youth Conference

The Youth Conference Committee is responsible for all aspects of planning the youth conference. This includes such things as a schedule of events, workshops, and small group sessions.

Seville
Spain
1967

Kurashiki
Japan
1972

Morelia
Mexico
1973

Freetown
Sierra Leone
1974

Tainan
Taiwan
1978

Xi'an
China
1989

Guadalajara
Mexico
1991

Hannover
Germany
1993

Arusha
Tanzania
1995

San Nicolas
de los Garza
Mexico
1997

Ramla
Israel
1998

Metz
France
2004