

THE AMERICAN LEGION, DEPARTMENT of MISSOURI  
STANDARD OPERATING PROCEDURE

## **Convention Committee**

**Purpose:**

**Scope:**

**Authority:**

**References:**

**Membership:**

**Procedures:**

### **Responsibilities of the Committee**

1. To solicit bids for Department Conventions from cities/hotels and to inspect the facilities to meet the Department standards.
2. To hear bid proposals and select hotels from among the bidders.

**Meetings:**

**Duties**

**Chairperson:**

**Members:**

**Policies**

**Selection Process**

**Notification of bid awarded**