

Conference Committee:

There shall be two (2) Executive Board Liaisons to the Conference Committee – the Treasurer and the President.

The significance of coordination for the Annual Conference with the counterpart Division is highly recognized. The Annual Conference shall be conducted one year in the North, and one year in the South. The North and South Divisions shall alternate hosting the Conference each year. However, this shall not mean planning without regard for the counterpart Division.

- Assemble a committee of at least three persons – more is preferred to ensure adequate tasking responsibilities. Appoint necessary working subcommittees as needed.
- Coordinate with the Treasurer regarding the budget for the Annual Conference.
- Maintain communications with the Executive Board Liaisons to this committee.
- Coordinate with appropriate committees as needed.
- Research at least three (3) sites and present final site selection to the Executive Board.
- Negotiate contracts including meeting/class rooms, hotel room rates, meals, transportation to/from hotel as needed, etc.
- Once site selection is made and approval for costs obtained, secure contracts, and set up the budget.
- Coordinate meals, hotel accommodations and amenities, extra-curricular activities, keynote speakers, instructors, etc.
- Coordinate publicity and advertising.
- Arrange for Executive Board welcoming and meeting rooms, classrooms, vendor faire area, break and lunch times, etc.
- Set up schedules for meetings, training, meals and the Installation Banquet.
- Negotiate with vendors for the Vendor Faire evening.
- Coordinate opening ceremonies, Installation Banquet, Vendor Faire, and assemble welcome packets.
- Provide staffing for and maintain the Registration table at the Conference.
- Receive all registrations for attendees, revenues from vendors, and any other income and present to the Treasurer with a balanced financial report within three weeks of the Conference completion. Ensure receipts for costs are included.
- Maintain the minutes of all meetings.
- Furnish the Historical Committee with copies of all fliers, handouts, memorabilia, and other pertinent information and items for inclusion in the historical archives.

- Submit a financial report to the Treasurer no later than the August Executive Board meeting.

Refer to Standard Guidelines Number 13, Page 18, and Number 14, Page 19 and 20, for further details.