

Conference Chair Summary

Manage the activities of the conference committee to provide conference programs for the chapter membership.

Responsible To:

- The chapter president
- The members of the chapter

Responsibilities:

- Chair meetings of the conference committee to select topics and speakers for programs and to provide information on topics of broad interest to members.
- Recruit members to serve on conference committee.
- Select site/location for the conference and meet with site personnel about services, etc.
- Negotiate contracts with site personnel, vendors, hotels, caterers, etc.
- Develop a timeline and budget for the conference.
- Coordinate efforts with state chapters and state council to best serve the membership.
- Serve as resource to committee members in arranging regular meetings of committee.
- Contact potential speakers and make arrangements for selected meetings. Write articles for newsletters describing the programs.
- Provide information regarding programs and services to the administrative office, newsletter editor, members, and others through presentations, written communications, and personal contact.
- Promote the conference to chapter members, state council members, and at-large members as well as any other possible attendees. Obtain mailing lists from chambers of commerce, other associations, etc.
- Review final preparations to assure that conference runs smoothly.
- Review program evaluations for feedback to be used in planning future events.
- Serve as liaison between the members of the conference committee.