

Job Duties and Responsibilities

Chair of Conference Committee

Overview

The overall role of the Chair is to ensure that Conference Committee members are well prepared for the meetings and that the meetings proceed in an efficient and effective manner. In addition, the Chair ensures SDAD Board is informed of the Committee activities. The Conference Committee's main responsibility is to coordinate the biennial SDAD conference.

Duties and Responsibilities

- Oversee the financial, administrative, and logistical management of the conference.
- Determine theme and design for the conference.
- Prepare detailed budget planning by working with the SDAD Treasurer.
- Develop and implement a conference schedule by working with the SDAD President.
- Give a presentation to the SDAD Board on conference plans and get approval.
- Identify a keynote speaker and/or entertainer.
- Identify and hire a graphic designer to do the conference materials (i.e. program book, flyers, posters, letterhead, PowerPoint, etc.)
- Work closely with the hotel director to secure the block of hotel rooms, meeting rooms, audio-visual equipment, and food.
- Create a general information package on the conference for members and visitors.
- Recruit appropriate members/volunteers for certain duties such as registration, sponsorship, admission, games/door prizes, set up/clean up, etc.)
- Develop the sponsorship packages and identify potential sponsors. Send letters to the potential sponsors.
- Work with the Chair of the Hall of Fame for the HOF induction ceremony, including the selection of food.
- Act as the public face and gracious host of the conference.
- Open and close the conference. Introduce invited speakers, legislators, stakeholders, etc.
- Prepare and submit a conference final report, including the number of people, activities, financials, and recommendations of importance to future conferences.
- Prepare and send "Thank You" letters to the conference sponsors, keynote speaker, legislators, or stakeholders.
- Submit a narrative report of the committee activities to the President on a quarterly basis.
- Be present at the Board meetings and the organization's biennial conference upon request.