

Old Dominion Chapter Education Conference Committee

Structure

- This committee shall consist of 2 co-chairs - (1 supplier and 1 planner) and at least 4 committee members.
- Structure of this committee:
 - a. Co-Chair Supplier – Shall be the individual from the host hotel that the conference is being held or the CVB representative for the area where the hotel is located that the conference is being held.
 - b. Co-Chair Planner - shall be a non-board member. This person should serve as a Conference Education Chair.

There should be at least 3 committee members to assure each part of the planning process for the conference is covered. All responsibilities must be shared across all committee members.

- a. Committee Member 1 (Treasurer Chair) – advises on the budget
 - b. Committee Member 2 (Fundraising Chair) – Responsible for fundraising / sponsorship
 - c. Committee Member 3 (Chapter member or board member) – Responsible for the structure and proof reading of the conference program and obtaining conference speakers.
 - d. Committee Member 4 (Chapter member or board member) – this person can assist other committee members where needed.
- Additional committee members
 - a. Immediate past president – IPP shall serve as a liaison of this committee (see below tasks of IPP)
 - b. The Chapter Education Chair shall work with both conference committee co-chairs to oversee the planning of the conference program. The Chapter Education chair will let the Conference Co-Chairs know what core competencies are still needed. If the Chapter Education Chair is not available, then the IPP can assist with this process as well.

Immediate Past President:

- The IPP shall act as a liaison between the board and this committee and shall make an announcement and call for co-chairs.
- This person will handle the conference logistics consisting of
 - RFP
 - Location selection
 - Contracts
 - Budget (with treasurer)
 - Room set
 - AV
 - Menus

Additional Conference logistics:

- a. No chair can serve more than 2 consecutive years. After 2 years, the chair person must have a 1 year break before being able to serve or chair on the committee for a 3rd time.
- b. The committee shall conduct site visits as a committee
- c. Everyone, excluding-speakers, shall pay conference registration fees unless fees are negotiated in a sponsorship package.
- d. No state employees shall be paid to speak unless they are using personal time.
- e. Speaker presentations should be emailed ahead of time and speakers should use a designated computer during the conference to present in order to prevent technical issues switching back and forth between computers.
- f. In April and/or May the chapter shall seek nominees for the Planner Co-Chair through an announcement to the chapter by email and/or verbal asking for volunteers. The board shall vote in June to decide which nominee will hold the spot for the Co-Chair planner. The Co-Chair planner can only be one person.

Adopted: July 2020

Revised: May 2022