

5010
MEETINGS AND CONFERENCE MANAGEMENT
(approved 11/98; 8/12, 1/14; 9/17, 5/19; 4/20)

SECTION 1 DESCRIPTION:

- (A) Proposals from a committee to sponsor an event may be implemented.
 - a. Proposals need to be presented to the executive director and/or conference chair in a timely fashion to allow time for preparation of flyers and distribution of marketing materials for the event.
 - b. Planning will involve completing a proposal and budget form available from the executive director.
 - c. The executive director will review the event proposal, budget, and office staff needs for implementation of the plan and submits the proposal to the executive committee for approval.
 - d. All events will be marketed with electronic and/or hard copy materials.

SECTION 2 CONSIDERATIONS:

- (A) Considerations for approval of sponsored events/activities include the fact that:
 - a. The relationship of the proposed event/activity to the overall goals of the association is present.
 - b. The event/activity budget includes reduced registration fees for members. Consideration may also be given for reduced early registration fees. (Waiver of registration fees will be considered for individuals claiming inability to pay such fees.)
 - c. Committee chair(s) and other key individuals are identified for the planning, coordination, and implementation of the event.
- (B) Compensation for presenters will be consistent with established practices.

SECTION 3 CONFERENCE:

- (A) An annual conference will be held each year.
- (B) President-elect shall have responsibility for planning the content of the annual conference.
- (C) Board members and committee chairs will assist with implementation of the conference.
- (D) Planning will occur with the executive director who will review the budget and office staff needs for implementation of the conference.
- (E) The conference will be marketed with electronic and/or hard copy materials as the budget allows.

SECTION 4 PROFESSIONAL DEVELOPMENT:

- (A) Annually consider possible topics for workshops, seminars or college credit classes. Promote these opportunities 4-6 months in advance.
- (B) Topics for consideration include new ideas, past sessions to repeat, as well as classes for credit.
- (C) Consider possible presenters for these topics with input from the committees.
- (D) Presenters may come from local applicants who have submitted their profile or from individuals who present nationally. A request for new applicants will be posted annually. Executive director, in conjunction with the executive committee may solicit applications.
- (E) National presenters' pay is negotiated.
- (F) Executive director approves sponsored activities and oversees the office logistics of any marketing materials and procedures.