COMMITTEES

Conference Committee Chair
Job Description
(approved 1/99; 1/10; 6/15; 8/16)

It is the responsibility of the conference chair(s), hired or appointed by the board to oversee the work of this committee. The goal of the conference committee is to provide an annual conference that supports the goals of the corporation. The committee consists of the chair(s), the board of directors, and other members as designated.

General duties:

1. To obtain a site and date at least one year in advance of the conference.
2. To create a roster of committee chairs.
3. To create a call for proposals form to be used for local presenters.
4. To oversee all aspects of the conference.
5. To prepare a budget of income and expenditures.
6. To present a final evaluation to the board of directors.
7. To maintain copies of important documents to be passed on to the next chair.