

Executive Board Conference Responsibility Changes

President

- 1) Meet with conference committee soon after the fall conference prior to the year the committee will serve (December/January).
- 2) Will be informed (via email) on conference committee progress by all committee members as well as be available to answer any questions the committee has.
- 3) Speak on the state of the association at a time to be designated at the fall conference.
- 4) Recognize Past President with a speech and plaque at the fall conference.

President-Elect

- 1) Select site, theme, keynote speakers, session presenters, and arrange any special events.
- 2) Organize the entire schedule of the conference and provide all the information necessary (times, sessions, vendors, awards/grants, table programs, etc.) to the publications committee chair and post to the web as soon before the conference as is feasible.
- 3) Coordinate award/grant winners and make the necessary arrangements for them to attend the conference.
- 4) Inform and monitor all committee members of their duties and timelines and select site committee (for example: decorations, audiovisual, door prize presenters, etc.)
- 5) Secure goody bags for registration, keynote speaker gifts, door prizes with assistance of a site committee selected by the President-Elect.
- 6) Provide all audiovisual equipment for keynote speakers and session presenters through donation if at all possible and coordinate with audiovisual assistant to organize session presenter needs with available equipment.
- 7) Secure a local book seller to sell keynote speaker books and other books of interest to conference attendees based on conference theme. Negotiate with the book seller the split of profit and provide them the conference treasurer contact information to send the final check.

Vice President

- 1) Assist as an understudy (via email cc or other contact) to the President-Elect to learn the intricacies of conference planning.
- 2) Coordinate and handle any special programs as decided on by board and conference committee (Hospitality suite, P.O.E.T.S, Affiliate Showcase, etc.).

Executive Secretary

- 1) Scout sights for the fall conference to be chosen by the President-Elect and the executive board.
- 2) Coordinate with the hotel banquet contact, registration chair, and President-Elect the meal functions including meal selection, pricing, breaks, cash bars, meal function orders, etc.

Treasurer

- 1) Open a bank free business bank account using the name " VATE Fall Conference 20__" which is also to be the name on our checks.
- 2) Handle all accounts payable and receivable pertaining to the conference, before, during and after the conference until the accounts are settled.
- 3) Provide, at minimum, monthly updates to the President and President-elect on all account balances and expenses via a spreadsheet (with full explanations of income/expenses, cancelled checks, check numbers to be listed on spreadsheet for all receivables/payables, etc.) as well as by maintaining a check register with full documentation on all transactions.

Conference Committee Standing Members

All committee members are appointed to a three year term and can be held by board members currently serving. They will report to the President-Elect and keep the President informed of their progress at times to be determined by the President-Elect and President. These committee members should attend the summer meeting prior to the conference unless otherwise notified by the President and/or President-Elect.

Registration Chair

- 1) Provide contact information and an email and/or phone number on the registration forms and VATE website for direct registration contact.

- 2) Handles the incoming registration forms and creates a spread sheet to record registrants, their meal choices, current payment and member/contact information.
- 3) Inform President-Elect and Executive Secretary on meal choices and registration numbers on a schedule determined by the President-Elect and Executive Secretary and to meet hotel deadlines.

Exhibitor Chair/Book Sales

- 1) Provide date and location of next fall conference to the vendors as soon after the fall conference as possible (at least 6 to 8 months prior).
- 2) Send an invitation to exhibit with conference theme and featured speakers to the vendors/publishers along with a table registration form/door prize request as soon after the fall conference as possible, but no later than February (assuming an October conference date).
- 3) Create a spreadsheet to record vendor registration and audiovisual requests, door prizes committed to, and current contact information with email.
- 4) Notify President-Elect of door prizes promised, transport to the conference or collect those items at the conference and coordinate with President-Elect when those items shall be given away at the conference meal functions.
- 5) Coordinate with the hotel all vendor audiovisual needs, number of tables needed.
- 6) Arrive to the conference prior to vendor set up to place vendor name cards on tables with numbers to assure proper vendor locations and notify them of time expectations to exhibit.
- 7) Work with President-Elect to organize events in the vendor area and times for browsing the vendor area.

Publications Chair

- 1) Work with the President-Elect to create the conference program for distribution at the conference and/or any theme flyers created to advertise the conference.
- 2) Create table cards and/or meal function programs and coordinate with site decorations committee member.