

POSITION: National Conference Committee Lead

TERM: Two-year term

TIME COMMITMENT: 15 hours/month

PRIMARY RESPONSIBILITY:

To oversee the work and activities of the National Conference Committee (NCC) in a manner that is timely and consistent with the goals and policies as set out in the minutes of meetings of the NCC or in the policies and procedures.

MAJOR DUTIES:

The Conference Lead will:

1. Be the presiding officer of all meetings of the NCC;
2. Establish Committee meeting dates at the beginning of each planning year and call extraordinary meetings when necessary;
3. Direct the efforts of the other members of the NCC;
4. Lead and direct the committee's forward-planning efforts;
5. Oversee the overall coordination of the conference while working closely with the association management company (AMC) namely the Conference Manager and the Executive Director;
6. Oversee the relationship between the NCC, AMC and the board liaisons to ensure open and transparent communication to keep all parties apprised of all aspects of the conference planning process;
7. Act as a spokesperson for the NCC when qualified and available to do so in a professional manner as a representative of the committee and POC as a whole;
8. Prepare and submit a written report at each NCC meeting on activities that have occurred since the last meeting;
9. Work closely with the Program Lead and the Director of Education in the review and selection of presenters, keynote speakers, and panelists, including contacting references as needed;
10. Provide assistance as required on any project or initiative for the conference as required by fellow NCC Leads;
11. Ensure NCC Leads are meeting their roles and responsibilities and are working within the boundaries of the role as outlined in the policies and procedures of the association;
12. Oversee the recognition of outgoing NCC Leads at conference;
13. Along with the other NCC Leads, serve as host at the annual conference;
14. Uphold the bylaws of the organization;
15. Work to ensure conference planning is in line with the budget and financial policies of the association;
16. Maintain the confidentiality of any discussions or decisions made by the NCC or the board as it relates to conference planning until information can be made public; *and*
17. Meet the roles and responsibilities as outlined and work within the boundaries of the role as outlined in the policies and procedures of the association.

DIRECT REPORTS: Committee Leads, Board of Directors