

SECTION F COMMITTEE CHAIRS

F-1 Position Description: Web Manager

GENERAL DESCRIPTION:

An Internet web site has been established for the FDEA to provide information about FDEA to the general public, to recruit members and sponsors, and to keep the membership informed about association activities and events. FDEA has its own domain name and maintains a web presence with a commercial internet service provider. The URL is <http://www.fdea.net>. As a courtesy, a sub-domain, <http://fcrc.fdea.net>, is maintained for the Florida College Reading Council's web information and use. The FDEA Web Manager is charged with designing these web pages and posting information as requested by the Board.

SPECIFIC DUTIES AND RESPONSIBILITIES:

1. The Web Manager will have access web page files in order to post updates and/or changes. Posting is done via file transfer protocol; use of WS-FTP or a similar program is encouraged. Web pages are to be maintained in accordance with the host service's (presently, IPOWERWEB.NET) acceptable use policy and in line with guidance provided by the Board. The President will resolve any confusion or conflicts in the organization and content of FDEA's web site.
2. The Web Manager should have access to sufficient resources, software, etc., to manage FDEA web files. The variety of programs (such as Microsoft® FrontPage®, and Adobe® Acrobat® and PhotoStyler®, etc.) and their frequent upgrades make it impractical for the association to purchase and maintain its own suite of software. The availability and use of a college's (and/or personal) software/resources to assist FDEA must be clearly understood so as not to conflict with copyright laws or other regulations.
3. The Web Manager is expected to maintain a liaison with Board members and with committee chairs who have information for the web pages. The Web Manager is not expected to research and write the material for the web pages. Instead, committee chairs and Board members should feed information/articles to the Web Manager who will format material with the necessary hypertext markup codes, scan/crop/edit photographs, etc., and upload the files.
4. There will be continuing opportunities to expand the FDEA web pages with additional material and information, such as topics for the Florida College Reading Council and/or announcements for NADE. The Web Manager is encouraged to explore these possibilities and to suggest ways to add meaning and usefulness to FDEA's web presence.

F-2 Position Title: Conference Chairs**GENERAL DESCRIPTION:**

The Conference Chairs are the FDEA President and the lead person from the region which is planning the conference. They are responsible for ensuring the preparation and execution of activities for a successful conference. They work directly with all conference committee chairs and serve as the liaison between the conference committee, the FDEA Board, and if used, the conference management team.

SPECIFIC DUTIES AND RESPONSIBILITIES:

1. Assist with the conference committee member and chair selection process.
2. Maintain a list of planners, keynote speakers, and committee chairs.
3. Communicate with each committee chair so as to adhere to conference timelines.
4. Serve as primary contact for committee chairs and conference management team.
5. Approve all conference communication pieces after established proofing process is completed.
6. Provide final signature approval.
7. Organize all conference committee meetings and notify committee members of schedule.
8. Oversee committee planning of general sessions, luncheons and other events.
9. Finalize and confirm with conference management team the quantity of brochures, flyers, programs to be printed.
10. Provide any necessary FDEA banners.
11. Determine & approve promotional items with conference committee.
12. Determine requirements & quantity of letterhead needed.
13. Work with Program Chair on arrangements for keynote speakers and VIP's.
14. Provide conference management team with VIP room night requirements.

F-3 Position Title: Awards Chair

GENERAL DESCRIPTION:

The Awards Chair is responsible for securing nominations for the yearly Outstanding Educator Award and student scholarship awards, making selections from among nominees with other committee members, and for ordering the various awards given by the FDEA. In addition, the Awards Committee is charged with ensuring entries are submitted by the annual deadline to the NADE committee for national award consideration.

SPECIFIC DUTIES AND RESPONSIBILITIES:

1. To update and correct the application letter.
2. To disseminate criteria, scholarship forms, and explanatory letters to all institutional member colleges.
3. To set procedures for determination of scholarship recipient.
4. To receive scholarship packets from applicants.
5. To review scholarship packets of applicants to determine if they meet basic criteria.
6. To copy and distribute sufficient qualified scholarship packets for each member of the Awards Committee.
7. To work with the Awards Committee to select the scholarship and award winners from among the submissions.
 - The Awards Chair coordinates the administration of the **FDEA Joseph Howland Excellence in Developmental Education Scholarship** awarded by the FDEA at the annual conference. This \$1,000 scholarship is open to all students who attend a college which is an institutional member of the FDEA and who have taken at least two developmental courses on their pathway toward success. Scholarship recipients must have completed twelve credit hours toward their AA or AS degree and must have maintained at least a 3.0 grade point average. Specific requirements are available at www.fdea.net/awards
 - The Awards Chair coordinates the **FDEA Student Essay Contest** by selecting the best entry and awarding \$ 500 at the annual conference to the author. This award is open to all developmental students who have completed at least two developmental courses. Specific requirements are available at www.fdea.net/awards
 - The Awards Chair coordinates the **Presidents' Circle Award** to a student who has completed at least one developmental course and who is currently enrolled in a college with an institutional membership. This \$1000 award is

presented at the annual conference. Specific requirements are available at www.fdea.net/awards

- The Awards Chair coordinates the annual **Addison Wesley Longman Scholarship** to a student who has completed at least one developmental reading or writing course and who submits an essay about the influence of reading a significant novel. Specific requirements are available at www.fdea.net/awards
8. To order an award for each of the winners.
 9. To order an award for the President's Award (with gavel).
 10. To order awards/certificates for outgoing Executive Board members.
 11. To announce the winners of the scholarships to the Executive Board before notifying the recipients.
 12. To provide the names and photos of the winners to the Program Chair for publication in the conference program book.
 13. To inform scholarship recipient(s) through letter(s) of congratulations at least three weeks before the conference and to send letters of appreciation to all other applicants within the same timeframe.
 14. To present the scholarships and awards at the annual conference in front of the membership. The Awards Chair may delegate this responsibility to another member of the Executive Board.
 15. To provide a scholarship donation box at the conference.
 16. To provide an oral report at the post-conference Board meeting on the awards, scholarships, any suggestions and any problems encountered. A written report is to be submitted to the President and Secretary within two weeks following the conference.
 17. To promulgate results of selection process through the FDEA fall Newsletter and other sources and to edit and send electronic files of the winning essays for publication in the newsletter.
 18. To update the scholarship description, forms, and annual winners on the FDEA website by writing revisions that are recommended by the Executive Board and submitting them to the webmaster.
 19. To publish information on the FDEA website about additional scholarship or award opportunities as approved by the Executive Board.
 20. To update and submit FDEA award winner entries for submission to the NADE awards committee. Visit website <http://www.nade.net/awards/list.html> for details.
 21. To meet the deadlines for all national award entries.

F-4 Position Title: Institutional Membership Chair**GENERAL DESCRIPTION:**

The Institutional Membership Chair is to maintain a current list of institutional members with a liaison/contact person and mailing address for each institution. The Chair is to recruit institutional members from all Florida colleges and universities.

SPECIFIC DUTIES AND RESPONSIBILITIES:

1. To engage in active recruitment of institutional members via correspondence, the Newsletter, networking with Board Members and other colleagues, etc.
2. To maintain a current database of liaisons/contact persons and their addresses for each institution.
3. To provide the Executive Board and Distribution List Chair with a current list of institutional members, complete with liaisons/contact persons and addresses, along with a current list of institutional member college presidents.
4. To provide the Individual Membership Chair with such a list.
5. To communicate monthly and cooperate with the Individual Membership Chair on issues of mailings and recruitment.
6. To communicate with the Registration Chair to obtain information regarding institutional memberships paid with the conference registration fee.
7. To provide an oral post report at the post-conference Board meeting on the institutional memberships as of the end of the conference, any suggestions and any problems. A written report is to be submitted to the President and Secretary within two weeks following the conference
8. To update the President and the Executive Board as the list changes.

F-5 Position Title: Individual Membership Chair**GENERAL DESCRIPTION:**

The Individual Membership Chair is to maintain a current membership and mailing list, recruit members continually for these lists and maintain a current institutional membership list.

SPECIFIC DUTIES AND RESPONSIBILITIES:

1. To provide the Executive Board with a current list of FDEA members.
2. To keep a current mailing list for all general correspondence and provide that list and updates to the Distribution List Manager.
3. To develop and keep any special listings as needed, i.e., academic deans, and presidents.
4. To maintain a current listing of institutional members.
5. To provide the Executive Board with mailing addresses from any of these lists for correspondence.
6. To provide mailing services as needed by other Executive Board members.
7. To engage in active recruitment of members for FDEA via written correspondence and/or other methods.
8. To provide mailing lists and membership lists upon request to outside organizations such as NADE and statewide developmental associations.
9. To maintain a mailing list of other state developmental educators for FDEA conference mail-outs.
10. To obtain the NADE Eastern membership list for FDEA conference mail-outs.
11. To provide a list of current members upon request of a current member to be used for FDEA purposes only.
12. To communicate with the Registration Chair to obtain information regarding institutional memberships paid with the conference registration fee.
13. To provide an oral report at the post-conference Board meeting on the individual memberships as of the end of the conference, any suggestions and any problems. A written report is to be submitted to the President and Secretary within two weeks following the conference.

14. To update the President and the Executive Board as the lists change (individual, other state developmental educators and NADE Eastern membership).

ADDITIONAL NOTES:

The membership list shall not be sold or provided for commercial purposes without the permission of the Executive Board.

The Membership Chair is responsible for updating/designing FDEA communications (i.e. brochures, e-mail, flyers, etc.) and passing this information to the Newsletter Editor.

January	Update database and communicate with Treasurer concerning new members. Request changes in membership rolls from members of the Board at the January Board meeting. Prepare mailing lists and labels for the Program Chair, Newsletter Chair, President and Board members, as needed. Prepare a list of new members for the Newsletter Chair.
February	Update database and communicate with Treasurer concerning new members. Sort database and delete memberships which have not been paid in three years.
March	Update database and communicate with Treasurer concerning new members. Send the list with only new members to the Program Chair and the Newsletter Chair.
April	Update database and communicate with Treasurer concerning new members. Send the list with only new members to the Program Chair and the Newsletter Chair.
May	Update database and communicate with Treasurer concerning new members.
June	Update database and communicate with Treasurer concerning new members. Request changes in membership rolls from members of the Board at the January Board meeting.
July	Update database and communicate with Treasurer concerning new members.
August	Update database and communicate with Treasurer concerning new members. Prepare and revise membership form for newsletter. Send to the Newsletter Editor for publication as an announcement to join/renew FDEA.
September	Update database and communicate with Treasurer concerning new members.

- October** Prepare a complete list of current members including their college, Campus and discipline for the October conference. Provide a copy of this list to the Registration Chair.
- November-December** Update the membership information on the database with information received from the conference.

F-6 Position Title. Nominations Chair

GENERAL DESCRIPTION:

The Nominations Chair is to provide a ballot of qualified candidates to run for the Executive Board.

SPECIFIC DUTIES AND RESPONSIBILITIES:

1. To obtain names of members who might be willing to serve on the Executive Board for a two-year term.
2. To check the names against the membership lists to verify such persons are qualified. They must have been FDEA members in good standing for one year.
3. To contact each person and get a verbal commitment.
4. To collect information from all nominees this can be used for the ballot, in the Newsletter, and by the President.
5. To prepare ballots for the Distribution List Manager at least 3 weeks prior to the conference.
6. To be responsible for collecting and counting the ballots. At least two people are needed to count ballots.
7. To contact the newly elected Board members and ensure they are aware of the **mandatory** board meeting following the conference which serves as the transitional meeting of the outgoing and incoming Executive Boards. They should also be encouraged to attend the meeting before the conference to allow for introductions.
8. To provide an oral report at the post-conference Board meeting on the nomination/election process, any suggestions and any problems. A written report is to be submitted to the President and Secretary within two weeks following the conference.
9. To report to the President and the Executive Board.

ADDITIONAL NOTES:

1. The Executive Board members are very helpful in suggesting names of prospective Board members.
2. It is important to start contacting people early because they need to find out if their college will allow them to take the necessary leaves.

Calendar for Nominations Chair Duties

January:

At Executive Board meeting, give to new Nominations Chairperson:

- a. All names of future Executive Board candidates collected since the annual conference.
- b. Copies of previous candidate application forms.

January – October:

1. Collect candidate names and biographical data..
2. Confirm all candidates have a year of FDEA membership by time of the annual conference.

December/January:

Send FDEA Newsletter Editor a copy of the Executive Board candidate application form (with applicable changes) for publication in all editions. (See Section H for sample)

Prepare news release for December newsletter announcing new Board members with vitae.

Spring:

Announce with the candidate application form in the Spring FDEA Newsletter that this is the last call for FDEA members interested in being Executive Board candidates at this year's annual conference. Consider August as the deadline date.

At the beginning of the annual conference:

1. Attend the Executive Board meeting and report to the President and Executive Board.

F-7 Position Title: Bylaws Chair**GENERAL DESCRIPTION:**

The Bylaws Chair (usually the Past President) reviews the existing Handbook (including Bylaws) for clarity and accuracy and initiates action to make corrections if necessary.

SPECIFIC DUTIES AND RESPONSIBILITIES:

1. To work with members of the Bylaws Committee to ensure the Handbook is clear and accurate.
2. Request that each committee chair provide a written update for their respective position each year.
3. To update the FDEA Handbook sections so it will serve as a guide for executive planning.
4. To present proposed changes or corrections to the Executive Board. A two-thirds vote of the Board is required to approve a change or correction.
5. To make approved changes/corrections to the Handbook and provide each Board member with the revised Handbook. Handbooks may be submitted via e-mail.

F-8 Position Title: Welcome Chair**GENERAL DESCRIPTION:**

The Welcome Chair coordinates the activities to welcome and to make all participants feel their presence at the conference is valued and appreciated. The Chair will form a committee to act as official greeters and as contact people for members to voice concerns and/or general complaints. The Chair will also coordinate with region host schools to secure a variety of door prizes and with Board members to secure silent auction items.

SPECIFIC DUTIES AND RESPONSIBILITIES:

1. To solicit region host schools for door prizes, setting a minimum and maximum dollar amount for each school.
2. To maintain a list of each door prize item donated and who donated it. (Some items may be donated by vendors.) Provide a copy of the list to Program Chair and the Board at least one month prior to the conference.
3. To solicit silent auction items from the Board, with each member responsible for one submission (single item or basket/package).
4. To maintain a list of each silent auction item donated, who donated it, its cost and the minimum bid allowed. Provide a copy of this list to the Board at the pre-conference meeting. The list should be updated to include the winning bid, the person winning and their institution. A copy of this list should be provided to the Board at the post-conference meeting.
5. To review the list of participants prior to the conference to determine the number of participants in order to determine volunteer needs (enough committee members available to serve the participants).
6. To assign volunteers to specific tasks (ticket takers, decorating team, hospitality table, host/hostess food service, etc.). Confirm with the volunteers their duties, dates and times.
7. To manage the hospitality table onsite, so someone is always there to meet and greet attendees arriving for the annual FDEA conference.
8. To coordinate hosting duties during all food service activities (continental breakfast, coffee breaks, etc.) and ensure the refreshments are replenished.
9. To provide an oral report at the post-conference Board meeting on the door prizes, silent auction items and any compliments/complaints expressed by the attendees. A written report is to be submitted to the President and Secretary within two weeks following the conference.
10. To send thank you notes to all volunteers after the conference.

F-9 Position Title: Regional Workshop Chair**GENERAL DESCRIPTION:**

The Regional Workshop Chair is responsible for all tasks related to providing one regional workshop each year.

SPECIFIC DUTIES AND RESPONSIBILITIES:

1. To develop a workshop theme.
2. To secure a location for the workshop and provide A/V support for presenters. This may be limited to any combination of an extension cord, power strip, microphone, lectern, laptop, projector and screen.
3. To secure local lodging for the workshop attendees, by arranging a block of rooms. Attendees will make their own individual reservations.
4. To contact and retain workshop presenters. This can be done with a Call for Proposals or by personal request to individuals. If choose to do a Call for Proposals, then responsible for the creation of a Call for Proposals form, setting the deadline for submission, selection of presentations and notifying all who submitted a proposal of final decision. The Call for Proposals form must be submitted to the Executive Board for approval no later than the January meeting.
5. To design the workshop registration and workshop evaluation forms to be submitted to the Executive Board for approval no later than the February meeting.
6. To create the workshop program.
7. To arrange all activities and meal/refreshment functions.
8. To contact local businesses and the Chamber of Commerce for information on local attractions and points of interest to be included in the workshop packets.
9. To contact the public relations department at the host college(s) to get recognition for the workshop and FDEA. To coordinate with the Newsletter Editor, Web Manager and NADE Web Manager to publicize the workshop (and Call for Proposals if appropriate) in their mediums. E-mail blast to the full membership should also be used to publicize the workshop (and Call for Proposals if appropriate).
10. To invite administrators and all developmental education faculty (including adjuncts) from the host college(s) to attend the workshop.
11. To coordinate with the Treasurer a process for the collection of workshop registration and new membership fees.

12. To provide sign-in sheet, name tags and workshop packets for all workshop attendees.
13. To tally and record the results of the workshop evaluations, record the number of individuals registered to attend the workshop, the number of individuals who attended the workshop and the number of new members enrolled at the workshop.
14. To submit a final report to the Executive Board on the workshop, workshop evaluation results, number registered/attended, number of new members.
15. To submit a summary article and photographs, on the workshop, to the Newsletter Editor, Web Manager and NADE Web Manager.
16. To pass all helpful documents and materials to the incoming Regional Workshop Chair for planning of the next workshop.

F-10 Position Title: Vendors Chair**GENERAL DESCRIPTION:**

The Vendors Chair is charged with working with the conference management teams in contacting/soliciting vendors, organizing the vendor show, advertising and public relations with the vendor companies. This committee is responsible for maintaining a database of vendors who support developmental education by exhibiting their materials at our annual conference and contributing financially to the conference expenses.

SPECIFIC DUTIES AND RESPONSIBILITIES:

1. To assist in creating a current mailing list of potential vendors.
2. To establish a relationship with potential and past vendors. To serve as the contact person for all vendors and sponsors (past, present, potential).
3. To send prospective and confirmed vendors, in February, an *Invitation to Exhibit and Sponsorship Packet* for the purpose of soliciting vendors for the conference. The packet consists of the invitation on Letterhead, Vendor and Sponsorship prices, Benefits of Sponsoring & Exhibiting, Schedule of set up/tear down, and Vendor Hours.
4. To receive all vendor and sponsor applications and assist with questions.
5. To solicit donations from vendors for door prizes. All door prizes collected are to be given to the Welcome Chair.
6. To send reminders to vendors in June and August of conference dates and pricing.
7. To coordinate with the Program Chair to proof the appropriate areas of the conference program.
8. To notify the Local Arrangements Chair of table count, extension cords, etc.
9. To provide a luncheon count for vendors to the Local Arrangements Chair 10 days prior to the conference.
10. To create an inviting atmosphere in the exhibition area that encourages participants to visit the displays.
11. To host all vendors and sponsors onsite and act as the liaison between FDEA and the vendors.
12. To provide an oral report at the post-conference Board meeting on the vendors/sponsors, any suggestions and any problems. A written report is

to be submitted to the President and Secretary within two weeks following the conference.

13. To report to the President and the Executive Board.
14. To provide the Webmaster a list of vendors after each conference, so he can put up their logos on the FDEA website.
15. To pass the vendor database, pricing information and all other relevant materials to the new Vendors Chair.

F-11 Position Title: Program Chair

GENERAL DESCRIPTION:

The Program Chair is appointed by the President and approved by the Executive Board at the spring Executive Board meeting a year and a half before the conference for which that person accepts responsibility. The Program Chair is assisted by the Vice President and other members of the Program Committee and becomes a member of Executive Board. ******(Not needed when using a conference management team—will work with the conference management team and with the Local Arrangements Chair to be sure all activities are covered by the Region hosts).

SPECIFIC DUTIES AND RESPONSIBILITIES:

Note these deadlines are based upon the conference being held in October. They will change accordingly based upon the actual conference dates.

1. To obtain from the Executive Board the dates, times and location of the upcoming conference. **Deadline: January**
2. To secure a copy of the contract between FDEA and the host hotel so the conference activities do not violate this contract and to secure a map of the hotel along with a layout of the meeting rooms with dimensions and capacities. **Deadline: January**
3. To secure from the Membership Chair a current copy of the FDEA membership list for mail-outs. **Deadline: January**
4. To construct and to print the Call for Proposals Forms for the conference. The form includes conference dates, location, presentation requirements, cutoff date for return and the return address of the Program Chair (See Section H for sample) **Deadline: February**
5. To submit to the Newsletter Editor a copy of the Call for Proposals Form for the March edition of the FDEA Newsletter. **Deadline: February 25**
6. To mail to the FDEA membership two copies each of the Call for Proposals Form with a request for the forms to be shared with colleagues on home campuses.
Deadline for Sending: March 1
Deadline for Return: April 15
7. To design a conference registration form to be submitted to the Executive Board for approval at the April meeting. **Deadline: March 30**

8. To secure examples of paper stock, designs for the program cover and type for the program, to be submitted to the Executive Board for their approval.
Deadline: April Board meeting
9. To work with the region school hosts to research and recommend potential keynote speakers for general sessions to the Conference Chairs. Contact approved speaker(s). If using a conference management team notify them of the honorarium fee, if applicable. **Deadline: April 15**
10. To submit to the Newsletter Editor a conference article with a copy of the registration information for the spring issue of the FDEA Newsletter.
Deadline: April 15
11. To secure from the Local Arrangements Chair or from the host hotel several hundred-hotel registration forms for general and specific mail-outs, or the hotel reservation phone number and web address. **Deadline: April 15**
12. To draft and mail/e-mail a conference letter to the vendors for the purpose of soliciting their attendance and/or sponsorship. These letters are to be signed by the Vendors Chair. The letter will include information on hotel registration, conference registration, and vendor/sponsorship fees. **Deadline: May 1**
13. To meet with conference and program committee to finalize and approve number and types of workshops.
14. To finalize presenters with approval from program committee and/or conference chair(s).
15. To compile the approved Call for Proposals Forms into a rough draft of a program (an on-going process) according to their times, dates, and number of presentations keeping in mind the needs for discipline varieties and space limitations and time-frames. (See Section H for a sample)
Deadline: On-going until August 1
16. To prepare workshop schedule and assign meeting space.
17. To write thank you and confirmation letters to respondents of the Call for Proposals Forms. The letters include a request for a vita to be used by the moderator and an abstract to be published in the conference program book, and a request for A/V needs if one was not included on the form. Follow-up contact may be necessary until all vitas and abstracts are received.
Deadline: August 15
18. To coordinate with the Local Arrangements Chair to secure a photographer and/or videographer for the conference.
19. To compile a list of those presenters and entertainers needing A/V equipment with a second copy to be given to the Local Arrangements Chair.
Deadline: August Board meeting

20. To edit workshop descriptions and if used, provide final copy to the conference management team for publication.
21. To develop event, program descriptions and other content for the conference program, if used, provide to the conference management team for publication.
22. To submit a rough draft of the entire conference program to the Executive Board for approval at the Board meeting preceding the conference.
Deadline: August board meeting
23. To ask Executive Board members to serve as moderators for concurrent sessions and to add these members to the program draft.
Deadline: August 1
24. To construct and mail/e-mail a conference letter to the presenters which gives the time and location of their presentations. The letter will also include information on the hotel registration, conference registration, a hotel map, and a draft of the program. **Deadline: August 31**
25. To draft and mail/e-mail a conference letter to the vendors which gives the times and location of their exhibit. The letter will also include information on hotel registration, conference registration, a hotel map, and a draft of the program. **Deadline: August 30**
26. To secure from the Vendors Chair a list of vendors and their addresses. These should be included in the conference program book or copies should be made for the conference packet. Arrangements should be made with the Local Arrangements Chair to secure a tripod stand to display a large sign of vendors for the conference.
Deadline: September 15
27. To draft and mail/e-mail a general conference letter to FDEA members, to the NADE membership, and to any other interested parties. The letter will include information on hotel registration, conference registration, and a draft of the program.
Deadline: September 15
28. To complete the final draft of the conference program and the final copy of the program cover and to send these to the printer for production.
Deadline: September 15
29. To draft and print conference evaluation forms and session evaluation forms. The session evaluation forms work best on NCR paper with three copies: one for the presenter, one for the Program Chair, and one for the future Program Chair's use. The number of forms needed is determined by the seats available in each session.
Deadline: October 1

30. To make arrangements for transportation of keynote speaker(s) to the conference and to call the speaker(s) to inform them of these arrangements.

Deadline: October 15

31. To provide the Evaluation Chair with the vitas of the presenters at the conference.

Deadline: Pre-conference Executive Board Meeting

CONFERENCE:

32. To give conference announcements at the opening session of the conference.

33. To distribute to the breakout rooms (before each session) A/V equipment and session evaluation forms, and to check to see if the presenters need any materials.

34. To sit at the head table and to provide any needed program announcements.

POST-CONFERENCE

35. To provide an oral report at the post-conference Board meeting providing an overview of the program process, any suggestions and any problems. A written report is to be submitted to the President and Secretary within two weeks following the conference.

36. To write and to mail thank you letters to the keynote speaker(s) and presenters.

Deadline: As soon as possible after conference.

37. To send photos and video to the Web Manager for posting on the web site.

Deadline: As soon as possible after the conference.

38. To write an overall summary of the conference and submit it to the Newsletter Editor for publication in the Newsletter.

Deadline: Two weeks after the conference

39. To compile an overall report on the conference (Conference Overview) for the Executive Board.

Deadline: January Board Meeting

40. To pass on to the next Program Chair all forms, reports and any other materials which may be helpful in planning the next conference.

Deadline: January Board Meeting.

F-12 Position Title: Local Arrangements Chair

General Description:

The Local Arrangements Chair is responsible for coordinating activities with the hotel selected by the Executive Board and serves as the liaison between the college serving as the host institution and the Executive Board. The Local Arrangements Chair is also responsible for selecting entertainment for conference social events, as appropriate.

SPECIFIC DUTIES AND RESPONSIBILITIES:

******(Not needed when using a conference management team—will work with the conference management team and with the Program Chair to be sure all activities are covered by the Region hosts—especially items 22, 25)

1. To invite the President of the host college to welcome the conference on Wednesday evening.
2. To coordinate activities, meal functions, and transportation between the conference hotel and a campus on which any functions are to be held.
3. To obtain audio-visual equipment and provide audio-visual support, as needed, from the host college or hotel for the conference (individual/general sessions and entertainment). Include extension cords, power strips and a computer for the registration desk if needed. A list will be provided by the Program Chair.
4. To coordinate with the Program Chair to secure a photographer and/or videographer for the conference. Set up a schedule for when and where the videographer and/or photographer will be.
5. To provide coordination between the needs specified by the program, the hotel personnel, and the facilities.
6. To report to the President and the Executive Board and coordinate with the Program, Welcome & Vendor Chairs, and Treasurer.
7. To arrange for insurance to cover event cancellation and damage to borrowed equipment.
8. To request complimentary room clause in the contract.
9. To secure a letter of credit from the Historian to have on hand for the hotel.
10. To request a free weekend in the conference hotel as a door prize. To request complimentary pens, etc from the hotel for the conference packets.

11. To contact local businesses and the Chamber of Commerce for information concerning local attractions and points of interest for the conference packets.
12. To work with the Program and Entertainment Chairs to obtain entertainment if needed.
13. To assist the Program Chair with local talent for keynote speaker or speakers so transportation cost is at a minimum.
14. To check on transportation available from the airport to the hotel.
15. To provide separate tables for Pre-registration, On-site registration, Silent Auction, NADE and the Welcome Committee.
16. To assist the Welcome Chair with local hospitality ideas.
17. To contact the Vendors Chair for the number of tables needed for vendors. Include a NADE table.
18. To contact the Registration Chair to get number for luncheon; call Vendors Chair to get number for vendor luncheon tickets. (2 per booth)
19. Reserve storage rooms for the vendors and the Board to store their materials.
20. To provide the hotel caterer, in coordination with the Registration Chair, accurate counts of the number of meals (meat and non-meat) for each food function. Most hotels require this information 72 hours in advance. Don't forget to add in guest speakers, vendors, and VIP's.
21. To arrange for a message board and announcement boards, usually provided by the hotel or the host college. Large sign is needed for speakers & vendors.
22. To work with the Fun Walk/Run Chair to organize (or direct a local person to do so) the Fun Run/Walk as an early morning event.
23. To make sleep/meeting arrangements for the August Executive Board meeting at the conference hotel.
24. To contact the public relations department at the host college to get recognition for the conference and FDEA
25. To mobilize colleagues to collect door prizes
26. To invite administrators from the host college to attend the conference

27. To set up and supply a “trouble box” of small emergency equipment needs.
28. To provide an oral report at the post-conference Board meeting providing an overview of the local arrangements process, any suggestions and any problems. A written report is to be submitted to the President and Secretary within two weeks following the conference

Additional Notes:

Suggest breaks be held in the Vendor Room so the attendees have time to browse.

See the Conference Notebook, Local Arrangements Check List and the Local Arrangements Calendar

Calendar for Local Arrangements

Note these deadlines are based upon the conference being held in October. They will change accordingly based upon the actual conference dates.

Pre-conference year

- | | |
|----------------------|---|
| October | Obtain the Conference Notebook with previous conference reports, contracts, and information. See the Local Arrangements Check List |
| November | Secure potential hotel contract for discussion at Board meeting. Begin dialog with colleagues at the host college securing possible volunteers for obtaining audio visual equipment, photographer/videographer door prizes, transportation vans from the college, guest speakers, entertainment, a community project and organize the fun run. |
| January/March | Discuss contract items with prospective hotel. (See contracts and conference summaries for previous years, in the Conference Notebook) Continue dialog with host college; schedule keynote speakers and entertainment. |
| April/May | Revision of contract, signing of contract, payment of deposit. Provide hotel with letter of credit form. Make arrangements for August Board meeting to be held at the conference hotel. Invite host college president to welcome all to the conference during the opening reception. Obtain additional volunteers for decoration assistance, obtain door prizes; and encourage attendance from the host college. Invite other administrators. |

- August** Confirm with the college president the date, time and place of welcome address. Confirm college entertainment; confirm keynote speaker; confirm August meeting hotel arrangements; and menu selection with the hotel. Coordinate with the Program Chair, the Vendors Chair and the technical support person to determine equipment needs. Include a walkthrough of the break-out rooms and hotel facilities. Technical support person should compile a list of equipment needs. Contact the host college to see what can be loaned such as overhead projectors, screens, easels, whiteboards, and extension cords. Contact the college public relations department for publicity on FDEA and the conference.
- August** Final door prizes should be secured. Reminder of the community project should be included in correspondence to attendees of the conference. Final count of meals should be given to the hotel.
- October** Prepare a “trouble box” of small emergency equipment needs.
- November** Get letter of reference from Conference Hotel to assist in securing future conference sites. The letter of reference should be given to the Historian.

Conference

Wednesday- Friday

Pre-conference Board meeting:

Ask for volunteers for whatever still needs to be done.

Opening Meeting:

Be available to greet college president and other college administrators
Introduce college president

Throughout Conference:

Be at the Welcome Table
Greet speakers and entertainers and see to their set-up

Post Conference

Meet with Treasurer and President, to review final hotel bill and close account.
Attend post-conference Board meeting.

F-13 Position Title: Evaluation Chair**GENERAL DESCRIPTION:**

The Evaluation Chair is responsible for preparing, distributing, collecting and tabulating the individual session evaluations as well as the conference evaluations. The Chair is also responsible for returning the evaluations to the presenters either before the end of the conference or by mail after the conference. ******(Not needed when using a conference management team).

SPECIFIC DUTIES AND RESPONSIBILITIES:

1. If using the same evaluation form as the previous conference, determine how many unused evaluation forms (individual sessions and conference) are available and duplicate more forms if necessary.
2. Check with the Program Chair to receive a finalized program.
3. Secure a moderator for each individual session.
4. Prepare a packet for each individual session. Include the presenter's vitae, evaluations and a moderator instruction sheet. Put a label on the outside of each packet with the name of the session, presenter's name, moderator's name, location, and time.
5. Prepare return boxes for individual session evaluation packets as well as conference evaluations.
6. Meet with all moderators before the conference to explain their duties.
7. To collect and separate the evaluation forms from the presenters after each session is over, and to organize the collection of the conference evaluation forms from all participants.
8. Tally evaluations and record the results.
9. Mail/e-mail the presenters the evaluation results for their specific session (compiled).
10. Prepare a written evaluation report for the January Executive Board meeting. This report should contain the conference evaluation results as well as the overall and individual session evaluation results.

F-14 Position Title: Registration Chair

GENERAL DESCRIPTION:

The Conference Registration Chair is responsible for all tasks related to registration for the annual FDEA conference. The Chair will submit a conference attendee information form to the Program Chair for printing in the conference registration form. The Chair will be responsible for receiving all conference registration forms from conference attendees. The Chair will keep a record of the attendees and report to the Board and Membership of those in attendance. ** (Not needed when using a conference management team).

SPECIFIC DUTIES AND RESPONSIBILITIES:

Pre-conference

1. Create an attendee information form for the conference registration forms and submit to the Program Chair.
 - To be included on form:
 - a. name, Institution, expertise, member/non-member, phone, e-mail
 - b. payment schedule
 - c. activity participation list (walk/run)
 - d. meal choice/dietary restrictions
 - e. special needs/accommodations

2. Receive all pre-conference registration forms and payments. Communicate with the Treasurer concerning fees received. Forward all conference fees to the Treasurer.

3. To receive and process all pre-conference registrations, which include: (Items a & b not needed if using a conference management team)
 - a. Preparing receipts.
 - b. Updating cash log.
 - c. Preparing new membership cards as needed.
 - d. Updating or preparing card for card file.

3. Compile a list of pre-registered conference attendees.
 - To be included:
 - a. Payment (amount and type)
 - b. meal selection for functions
 - c. run/walk activity
 - d. guests attending

4. Verify the number of blank badges, badge holders and ribbons available from the previous conference. If needed, obtain sufficient additional ones for conference.
5. To purchase small envelopes (6 x 9) for registration material. (not needed if using a conference management team)
6. Construct packets for pre-registered conference attendees with their name on the front. The packet will include:
 - a. an identification badge. (The committee will create conference badges for attendees, vendors, keynote speakers, VIPs, guests, and scholarship recipients; and preparing different colored badges for the Executive Board and Executive Board nominees. (Not needed if using a conference management team)Thebadges are to include the conference logo;
 - b. ribbons for presenters, Board Members, moderators, vendors, nominees, special guests
 - c. meal tickets with special food requests noted on the ticket. (The committee will create meal tickets.)
 - d. a receipt(s) for membership and/or conference registration.
 - e. a membership card for new and renewed members
 - f. a conference program book

At the conference

7. On-Site registration needs and tasks:
 - a. Computer with printer for on-site registration and badges
 - b. office supplies (stapler, paper clips, tape, print cartridge)
 - c. at least two numbered receipt books
 - d. extra meal tickets
 - e. blank registration and membership forms
 - f. blank membership cards
 - g. most current membership list
 - h. badges, badge holders and ribbons for on-site registrants
 - i. office supplies, i.e., scissors, paper clips, scotch tape, correction fluid, legal pads
 - j. sign designating the registration table location
8. Membership Renewal
 - a. Work with the Individual Membership Chair for on-site membership renewal; obtain a current membership list from the Membership Chair
 - b. Fill out appropriate membership cards
9. Report to the membership on the conference attendance at the Business Meeting.

Post-Conference

10. Provide an oral report at the post-conference Board meeting on the number of individuals registered to attend, the number of individuals who attended, the number of new members enrolled at the conference, any suggestions and any problems. A written report is to be submitted to the President and Secretary within two weeks following the conference.

F-15 Position Title: Fun Walk/Run Chair**GENERAL DESCRIPTION:**

The Chair works with their committee to plan and coordinate the Health Walk/Run event in collaboration with the conference committee.

SPECIFIC DUTIES AND RESPONSIBILITIES

1. Work with the Local Arrangements Chair to determine the location for the event.
2. Select promotional items and giveaways (e.g. t-shirts), as needed.
3. Provide an event schedule to the Program Chair for inclusion in the conference program book and dissemination to participants.
4. Oversee the Fun Walk/Run check-in table onsite.
5. To clearly mark the Fun Walk/Run route and assure all participants receive appropriate direction/instructions onsite.
6. To provide an oral report at the post-conference Board meeting on the Fun Walk/Run, any suggestions and any problems. A written report is to be submitted to the President and Secretary within two weeks following the conference

F-16 Position Title: Entertainment Chair (optional)**GENERAL DESCRIPTION:**

The Chair is responsible for securing appropriate entertainment for the Opening Reception, general sessions and evening events, as needed.

SPECIFIC DUTIES AND RESPONSIBILITIES

1. Work with the Conference and Program Chairs to determine the entertainment needs.
2. Research, recommend, and secure entertainment for various conference functions.
3. Finalize the entertainers with approval from the Conference Chairs.
4. Work with the Program Chair to prepare an entertainment schedule and assign space during the program.
5. Provide a list of all audiovisual and equipment needs for the secured entertainers to the Program and A/V Chairs.
6. Confirm performance schedules with the entertainment groups.
7. To provide an oral report at the post-conference Board meeting on the entertainment process, any suggestions and any problems. A written report is to be submitted to the President and Secretary within two weeks following the conference

F-17 Position Title: Conference Management Team (optional)

GENERAL DESCRIPTION:

The conference management team is hired to coordinate and manage the annual conference; provide quality, cost-effective conference management services to ensure a successful conference

SPECIFIC DUTIES AND RESPONSIBILITIES

GENERAL

1. Design and maintain database of registration information
2. Process registrations (data entry, invoicing, collection)
3. Provide registration numbers and financial reports as needed
4. Send confirmation letters to attendees in a timely manner
5. Respond to all inquiries from presenters, facilitators, attendees, volunteers
6. Obtain presenter bios in order to create and print facilitator packets (to include instructions, bios, evaluations and all other pertinent breakout session information)
7. Set up and manage designated "Registration and Information" area
8. Verify onsite registration staffing and train any volunteer staff members as needed
9. Create, collect and tabulate evaluation summaries for each session
10. Send thank you letters to presenters with evaluation summary of their session

VOLUNTEERS

1. Assist in determining volunteer needs (ticket takers, facilitators, etc.) and forward to volunteer chair
2. Provide volunteer chair with list of all conference attendees
3. Create and print facilitator packets to include instructions, bios, evaluations, and all other pertinent breakout session information for facilitator check-in
4. Secure space and table(s) for the hospitality and volunteer check-in
5. Create, collect, and tabulate evaluation summaries for each session

SPONSORS AND EXHIBITORS

1. Assist with development of exhibitor package outlining benefits
2. Design and print *Invitation to Exhibit and Sponsor*
3. Manage the mailing of the *Exhibit/Sponsor package* after list is finalized
4. Determine ad space need/deadlines of each registered conference exhibitor for publication in program, if necessary
5. Collect and deposit all exhibitor fees into conference agency account

6. Assign booth placement and determine set-up requirements (electricity, security)
7. Secure artwork (in designated format) for program and forward to conference management team
8. Secure banners as needed

PROGRAM

1. Assist in establishing conference theme
2. Assist with the format and content for the *Call for Presentations* and *Conference Program*
3. Oversee production of *Call for Presentations & Conference Program*
4. Provide to program chair logistical information of contracted hotel space (number of breakouts, etc.)
5. Assist with presenter approval and presentation selection
6. Notify presenters of proposal acceptance
7. Assist with workshop scheduling and assignment of meeting space
8. Oversee execution of general sessions
9. Forward finalized workshop descriptions to graphic artist for publication

PRINT PIECES

1. Coordinate the design, production and printing of *Call for Presentations, Registration Brochure, Invitation to Exhibit and Sponsor, and Conference Program*
2. Manage the mailing of *Call for Presentations, Invitation to Exhibit and Sponsor, and Registration Brochure* using established mailing lists
3. Coordinate the development and distribution of the *Conference Program*.
4. Provide complete listing of registered attendees to committee as requested
5. Order, print, and collate name badges with appropriate ribbons and tickets
6. Order ribbons for Sponsors, Presenters, Exhibitors, Association Members, Award Winners, Facilitators
7. Provide final attendance count for conference events and meals
8. Coordinate collation of conference materials (tote bags, etc.)
9. Transport conference materials to conference site

HOTEL

1. Research venues, procure proposals and present site information to executive committee
2. Visit recommended sites with appropriate committee members
3. Negotiate best possible contract
4. Serve as primary contact with hotel staff
5. Secure best available meeting space
6. Maintain hotel rooming list and ensure all committee and special guest needs are met

7. Verify compliance of contract guidelines on continual basis
8. Write thank you letters to hotel staff

MISCELLANEOUS

1. Negotiate contracts as needed including but not limited to hotel, speakers, audiovisual, décor, and entertainment.
2. Monitor conference budget and provide reports as needed
3. Create conference timeline and forward continual updates
4. Create overall conference evaluation form to be included in the program
5. Oversee all printing needs for the conference
6. Assemble agenda and spreadsheets showing conference flow, space assignment, etc
7. Oversee the development and maintenance of the conference web page
8. Collect, tabulate and create report on overall conference evaluations
9. Order promotional items including but not limited to notepads, bags, lanyards, pens
10. Design, print and distribute all necessary conference tickets
11. Determine and print all necessary signage for breakout sessions
12. Procure banners on-site to instruct hotel staff to hang, including but not limited to sponsor banners, association banners
13. Contract with all paid consultants and vendors as established
14. Confirm in writing detailed workshop information with presenters
15. Pay all necessary invoices approved by President and Executive Board
16. Prepare a working budget in collaboration with the FDEA president and treasurer
17. Reimburse conference committee members for appropriate expenses, as necessary