

SECTION F EXECUTIVE BOARD COMMITTEE CHAIRS

F-1 Position Title: Awards Chair, FDEA and NADE

GENERAL DESCRIPTION:

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

- 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** also 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
- The **Awards Chair** updates 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.
- The **Awards Chair** is responsible for publishing information on the FDEA website about additional scholarship or award opportunities that are approved by the executive board of FDEA.
- The **Awards Chair** will coordinate all award entries for NADE competition. These awards include but are not limited to the following national awards: Outstanding Developmental Educator, Outstanding Developmental Student, Outstanding volunteer, and other awards as listed on the NADE website.

SPECIFIC DUTIES AND RESPONSIBILITIES:

1. To place notices in the FDEA *Newsletter* requesting names of candidates for nomination.
2. To work with Awards Committee to select the Outstanding Developmental Educator and Outstanding Developmental Education Student from among the submitted names.

3. To order an award for each of the winners. See notes at end of F-1.
4. To order an award for the President's Award (with gavel).
5. To order awards/certificates for outgoing Executive Board members.
6. To reveal and to present the scholarships and awards at the annual conference. The Awards Chair may delegate this responsibility to another member of the executive board.
7. To disseminate criteria, scholarship forms, and explanatory letters to all institutional member colleges.
8. To receive scholarship packets from applicants.
9. To review scholarship packets of applicants to determine if they meet basic criteria.
10. To copy and distribute sufficient scholarship packets for each member of the Awards Committee.
11. To set up procedures for determination of scholarship recipient.
12. To announce the winners of the scholarships to the Executive Board before the fall newsletter deadline.
13. To inform scholarship recipient(s) through letter(s) of congratulations and to send letters of appreciation to all other applicants.
14. To promulgate results of selection process through the FDEA Newsletter and other sources and to edit and send electronic files of winning essays to be published in the newsletter.
15. To provide a scholarship donation box at the conference.
16. To update and correct the application letter.
17. To assist with the awards ceremony at the annual FDEA conference.
18. Update and correlate award winner entries for submission to the NADE awards committee. Visit website <http://www.nade.net/awards/list.html> for details.
19. Meet the deadlines for all award entries.

NOTES: FDEA has patronized:

- Brown's Trophies, Inc., 3911 W. Waters Avenue Suite #6
Tampa, Florida 33614 (813) 933-5059 FAX: 813-932-1163
- Bay Area Awards & Engraving Inc. 102 Bailey drive, Niceville, FL 32578
(850) 729-2664 FAX: 850-729-0249
E-mail: awards@bayareaawards.com

FDEA logo is also available from staff at Edison Community College, Lee County Campus. Contact Pat Newell, (941) 489-9262 or Bay Area Awards.

F-2 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. To provide that list as well as a current college president list to the Distribution List Chair.
3. To provide the Executive Board with a current list of institutional members, complete with liaisons/contact persons and addresses.
4. To provide the General Membership Chair with such a list.
5. To communicate monthly and cooperate with the General membership chair on issues of mailings and recruitment.
6. To update the President and the Executive Board as the list changes.

F-3 Position Title: Membership Chair

GENERAL DESCRIPTION:

The 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 association 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 members.
7. To engage in active recruitment of members for the association 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 report to the President and the Executive Board.
11. To obtain the NADE Eastern membership list for FDEA conference mail-outs.
12. To provide a list of current members to the membership.

ADDITIONAL NOTES:

The Membership Chair is responsible for updating, designing, and sending FDEA communications i.e. brochures, e-mail, flyers and passing this information on 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 Program Chairman, Newsletter Chairman, President and Board members. Prepare a list of new members for the Newsletter Chairman.

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 labels with only new members to the program chair and the newsletter chair.
April	Update database and communicate with treasurer concerning new members. Send labels with only new members to the program chair and the newsletter.
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	Prepare and revise membership form for newsletter. Send out a reminder to join FDEA so that they will have the most up to date information about the conference. Update database and communicate with treasurer concerning new members.
September	Update database and communicate with treasurer concerning new members. Request changes in membership rolls from members of the Board at the January Board meeting.
October	Prepare a list of members including their college, campus and discipline for the October conference.
November-December	Update the membership information on the database with information received from the conference.

F-4 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 be sure 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 which can be used for the ballot, in the *Newsletter*, and by the president?
5. To prepare ballots for e-mail to the Distribution List Manager at least 3 weeks prior to the conference.
6. To be responsible for collecting and counting the e-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 report to the President and the Executive Board.

ADDITONAL 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:

1. All names of future Executive Board candidates collected since the annual conference.
2. Copies of previous candidate application forms.

January – October:

1. Collect candidate names and biographical data. Other executive Board members can be helpful in suggesting names for prospective board members.
2. Confirm that all candidates will 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 needed/desired changes) for publication in all editions. (See *Supplementals*)

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 luncheon and report to the President and Executive Board.

F-5 Position Title: Bylaws Committee Chair**GENERAL DESCRIPTION:**

The Bylaw Committee chair (usually the Past President) reviews the existing Bylaws for clarity and accuracy and initiates action to correct the Bylaws if necessary.

SPECIFIC DUTIES AND RESPONSIBILITIES:

1. To work with other members of the Bylaws Committee to ensure that the Bylaws are clear and accurate.
2. To work with members of the Bylaws Committee to present proposed changes or corrections to the Executive Board and membership.
3. To update the FDEA Handbook sections so that the handbook can serve as a guide for executive planning.
4. Request that each committee chair provide a written update for the respective position each year.
5. Make corrections to the handbook and provide each board member with the revised handbook. Handbooks may be submitted via e-mail.

F-6 Position Title: Welcome Committee**GENERAL DESCRIPTION:**

The Welcome Committee Chair coordinates the activities to welcome and to make all participants feel that their presence at the conference is valued and appreciated. The chair will form a committee to act as official greeters and as contact people with whom to voice concerns and/or general complaints.

SPECIFIC DUTIES AND RESPONSIBILITIES:

1. To review the list of participants prior to the conference to determine the number of participants so that the hospitality committee will have enough committee members to serve the participants.
2. To send pre-welcoming notes to conference registrants.
3. To meet and greet people arriving for the annual FDEA conference.
4. To work with registration to ensure that the conference attendees feel welcomed and important to the success of the conference.
5. To coordinate hosting duties during the continental breakfast and at the coffee breaks to make sure that the refreshments are replenished.
6. To make the publishers feel welcomed during the conference.
7. To coordinate the hosting duties at the opening reception, general session, and luncheon.
8. To design and send FDEA Thank You notes to all attendees after the conference.

F-7 Position Title: Regional Workshop Chair**GENERAL DESCRIPTION:**

The Regional Workshop Chair is responsible for all tasks related to providing one regional workshop in April or May of 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 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 presentation proposal form, setting the deadline for submission, selection of presentations and notifying all who submitted a proposal of final decision. The call for proposal 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 the process for collection of workshop registration and new membership fees.

12. To provide sign-in sheet, name tags and workshop packet for all workshop attendees.
13. To tally and record the results of 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-8 Position Title: Exhibitor Committee

GENERAL DESCRIPTION:

The Exhibitors Committee Chair is charged with working with the conference planners 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 that support developmental education by exhibiting their materials at our annual conference and contributing financially to the conference expenses.

SPECIFIC DUTIES AND RESPONSIBILITIES:

Committee Chair:

1. To sign letters generated by conference planners for the purpose of soliciting vendors for the conference.
2. To provide the webmaster a list of vendors after each conference, so he can put up their logos on the FDEA website.

Conference Planners:

1. To notify local arrangements of table count, extension cords, etc.
2. To provide luncheon count for vendors to local arrangements chair 10 days prior to the conference.
3. To include program in vendor packets.
4. To prepare nametags in advance for vendors.

F-9 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 President-Elect and other members of the Program Committee and becomes a member of Executive Board. ******(Not needed when using a conference planner—will work with the conference planner and with the local arrangements chair to be sure all activities are covered by the Region hosts).

SPECIFIC DUTIES AND RESPONSIBILITIES:

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 that the conference activities do not violate this contract and to secure a map of the hotel, 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 Presentation Proposal Form for the Conference. The form includes conference dates, location, cutoff date for return and the return address of the Program Chair (See appropriate pages of this Handbook.) **Deadline: February**
5. To submit to the Newsletter editor a copy of the Presentation Proposal form for the March edition of the FDEA Newsletter. **Deadline: February 25**
6. To mail to the FDEA membership two copies each of the Presentation Proposal form with requests for them to be shared with colleagues on home campuses. **Deadline for Mailing: March 1**
Deadline for Return: April 15
7. To work with the President to contact and to arrange for keynote speaker(s) for the conference. **Deadline: April 15**
8. To design a conference registration form to be submitted to the Executive Board for approval at the April meeting. **Deadline: April 15**

9. To secure examples of paper stock, designs for the program cover and type for the final draft of the program to be submitted to the Executive Board for their approval. **Deadline: April Board meeting**
10. To secure from the Local Arrangements Chair or from the host hotel several hundred-hotel registration forms for general and specific mail-outs, as necessary. **Deadline: April 15**
11. To submit to the Newsletter editor a conference article with copy of the registration form for the May issue of the FDEA Newsletter.
Deadline: May 1
12. To compile presentation proposal form 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 *Handbook* Section)
Deadline: On-going until August 1
13. To write thank you and confirmation letters to respondents of Presentation Proposal forms, letters include a request for a vita to be used by presider and an abstract to be published in the conference FDEA Newsletter, 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
14. To compile a list of those presenters needing A/V equipment with second copy to be given to the local arrangements chair.
Deadline: August Board meeting
15. 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
16. To draft a second conference article with specific conference information: keynote speaker's costs, (hotel registration), copy of conference registration form, and program outline, and submit this to the newsletter editor.
Deadline: August Board meeting
17. To ask Executive Board members to serve as presidors for concurrent sessions and to add these members to the program draft.
Deadline: August 1
18. To construct a conference letter to the presenters that gives the time and location of their presentations. Also included in the letter (in a packet) are the hotel registration forms, conference registration forms, a map, and a modified draft of the program. **Deadline: August 31**
19. To draft and to mail a conference letter to the publishers/exhibitors which will include a packet with the hotel registration, conference registration form, a map, and a program draft. **Deadline: August 30**

20. To secure from the Exhibitors Chair a list of publishers/exhibitors and their addresses. Copies should be made for the conference packet, and arrangements should be made local arrangements Chair to secure a tripod stand to display a large sign of publishers for the conference.

Deadline: September 15

21. To draft and mail a general conference letter which will include a packet with the hotel registration forms, conference registration forms, a map, and a draft of a tentative program to be mailed to FDEA members, to the NADE membership, and to any other interested parties.

Deadline: September 15

22. To complete the last draft of the conference program and the last copy of the program cover and to send these to the printer for the final program.

Deadline: September 15

23. 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

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

Deadline: October 15

25. To distribute to the moderators the vitas of the presenters that they are introducing at the conference.

Deadline: Pre-conference Executive Board Meeting

26. To give to Newsletter editor the copies of the abstracts from the presenters for publication in the conference FDEA Newsletter.

Deadline: Pre-conference Executive Board Meeting

CONFERENCE:

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

Deadline: Wednesday evening – 7:30 pm

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

Deadline: Thursday from 8:00 a.m.-5:00 p.m.; Friday: 8:00 a.m.-12:30 p.m.

29. To sit at the head table and to introduce the keynote speaker, as well as any needed program announcements, and the luncheon meeting.

Deadline: Thursday Afternoon

- 30.** To collect and to separate the evaluation forms from the presiders after each session is over, and to organized the collection of the conference evaluation form from all participants.
Deadline: Thursday-Friday of conference

POST-CONFERENCE

- 31.** To write and to mail thank you letters to the keynote speaker(s) and presenters.
Deadline: As soon as possible after conference.
- 32.** To write an overall summary of the conference and submit it to the Newsletter editor for publication in the December Newsletter.
Deadline: November 30
- 33.** To compile an overall evaluation report on the conference for the Executive Board.
Deadline: January Board Meeting
- 34.** To pass on presenter evaluation forms and any other material which may be helpful in planning the next conference.
Deadline: January Board Meeting
- 35.** Check on Recording/Videoing?
Additions: To prepare earlier tentative program.
To post program on website.

F-10 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 any Thursday afternoon/evening social event.

SPECIFIC DUTIES AND RESPONSIBILITIES:

******(Not needed when using a conference planner—will work with the conference planner 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 provide audio-visual support, as needed from the host college for individual breakout sessions, keynote speaker. Include extension cords and power strips and a computer for the registration desk if needed.
4. To provide coordination between the needs specified by the program, the hotel personnel, and the facilities.
5. To report to the President and the Executive Board and coordinate with the Program, Welcome & Exhibitor Chairs, and Treasurer.
6. To arrange for insurance to cover events cancellation and damage to borrowed equipment.
7. To request complimentary room clause in the contract. (See contract item ___)
8. Secure a letter of credit from the Treasurer to have on hand for the hotel.
9. 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.
10. To contact local businesses and the Chamber of Commerce for information for the conference packets concerning local attractions and points of interest.
11. Work with Program Chair To obtain entertainment for a Wednesday/Thursday afternoon event if one is held.

12. Assist Program Chair with local talent for keynote speaker or speakers so that transportation cost is at a minimum.
13. To check on transportation available from the airport to the hotel.
14. To provide separate tables for Pre-registration, On-site registration, Silent Auction, NADE and the Welcome Committee
15. To assist the Welcome Chair with local hospitality ideas.
16. To contact Exhibitor Chair for number of tables needed for exhibitors. Include a NADE table.
17. Make sure that breakfast is held in the Exhibitor Room so that attendees have time to browse.
18. To call Registration Chair to get number for luncheon; call Exhibitor Chair to get number for exhibitor luncheon tickets. (1 per vendor)
19. Arrange that vendors and the board have a room each to store materials.
20. To provide the hotel caterer, in coordination with the Registration Chair, an accurate count 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 for guest speakers, exhibitors, VIP's.
21. To arrange for message board and announcement boards provided by the hotel or the host college. Large sign is needed for speakers & exhibitors.
22. To organize (or direct a local person to do so) a Fun Run/Walk as an early morning event on Thursday.
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 a supply "trouble" box.

Additional Notes: See the Conference Notebook, Local Arrangements Check List and the Local Arrangements Calendar

Calendar for Local Arrangements

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, door prizes, transportation vans from the college, guest speakers, entertainment, a community project; organize the fun run.
- January/March** Discuss contract items with prospective hotel. (See previous years contracts and conference summaries in Conference Notebook) Arrange for Executive Board meeting in April. Generally, meeting room, coffee and pastries are complimentary for this meeting. Arrange for easily accessible lunch for Board members. 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 welcome table, decoration assistance, door prizes; 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; menu selection with the hotel. Coordinate with the Program Chair, the Exhibitor Chair and the technical support person to determine equipment needs. Include a walk through of the break-out rooms and hotel facilities. Technical support person should compile a list of equipment needs and discuss with the host college to see what can be loaned such as overhead projectors, screens, easels, whiteboards, extension cords. Contact the college public relations department for publicity on FDEA and the conference.
- August** Fun Run person should secure the run/walk route and prepare details. 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. Final luncheon count

November Get letter of credit from Conference Hotel

Conference

Wed.- 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

Conference:

Make necessary announcements to participants

Be at welcome table

Greet speakers and entertainers and see to their set-up

Post Conference

With Treasurer and President, go over final hotel bill and close account.

Revised 1/07, 4/01 – 1/02

F-11 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 planner).

SPECIFIC DUTIES AND RESPONSIBILITIES:

1. Determine how many unused evaluation forms (individual sessions and conference) are available from the previous conference.
2. Duplicate more forms if necessary.
3. Check with Program Chair to receive a finalized program.
4. Secure a moderator for each session.
5. Prepare a packet for each individual session. Include evaluations and a moderator instruction sheet.
6. Put a label on the outside of each packet with the name of the session, presenter's name, moderator's name, location, and time.
7. Prepare return boxes for individual session evaluation packets as well as conference evaluations.
8. Meet with all moderators before the conference.
9. Tally evaluations and record the results.
10. Mail evaluations to presenters if they have not already received them.
11. Prepare a report for the executive board meeting.

F-12 Position Title: Registration Chair

GENERAL DESCRIPTION:

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 planner).

Specific Duties:

Pre-conference

1. Create information form for conference registration forms and submit to 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
 - e. travel needs (airport pick-up)

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

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

4. Construct packets for pre-registered conference attendees.
 - To be included:
 - a. create conference badges for attendees, exhibitors, keynote speakers, guests, scholarship recipients; Chair to create badges using conference logo;
 - b. meal tickets
 - c. receipts from Treasurer
 - d. ribbons - presenters, Board Members, moderators, exhibitors, nominees, special guests
 - e. membership cards

At the conference

5. 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. meal tickets
 - d. blank registration and membership forms
 - e. badges for on-site registrants

6. Membership Renewal
 - a. Work with the Membership Chair for on-site membership renewal; receive a membership list from the Membership Chair
 - b. Fill out appropriate membership cards

7. Report to Membership and Board on conference attendees
 - a. Distribute a list of conference attendees at the Business Meeting