



## I-2 COMMITTEE ROLES & RESPONSIBILITIES

### 1) CONFERENCE COMMITTEE CHAIRS

**Chair(s):** President, FDEA

School Title:

Phone:

Email:

Region Board Member, FDEA

School Title:

Phone:

Email:

#### **Purpose:**

- Responsible for ensuring the preparation and execution of activities for a successful conference.
- Work directly with all conference committee chairs and serve as the liaison between the conference committee, the FDEA Board, and Valencia's conference management team.

#### **Responsibilities are as follows:**

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



### **3) EXHIBITOR/SPONSOR CHAIR**

**Chair:** Name: \_\_\_\_\_, Title

Phone:

Email:

**Purpose:**

- To oversee the procurement of vendor commitments and their needs

**Responsibilities are as follows:**

- Assist in creating a current mailing list of potential exhibitors
- Establish relationship with potential and past Exhibitors so as to confirm participation
- Approve *Invitation to Exhibit and Sponsorship Packet* (to be mailed out by Valencia's Conference Management)
- Invitation to Exhibit and Sponsorship Packet consists of the invitation on Letterhead, Benefits of Sponsoring & Exhibiting, Schedule of set up, tear down, and Exhibitor Hours
- Receive all exhibitor and sponsor applications and assist with questions
- Serve as contact person for all Exhibitors and sponsors (past, present, potential)
- Forward list of secured sponsors (by sponsorship level) and exhibitors to conference management team
- Host all exhibitors onsite
- Proof appropriate areas of Conference Program

### **4) HEALTH WALK/RUN CHAIR**

**Chair:** Name: \_\_\_\_\_, School Title:

Phone:

Email

**Purpose:**

- To plan and coordinate the Health Walk/Run event in collaboration with the conference committee

**Responsibilities are as follows:**

- Work with the conference committee to determine location for the event
- Select promotional items and giveaways (e.g. t-shirts), as needed
- Provide an event schedule to committee chair(s) for dissemination to participants
- Oversee the Health Walk/Run check-in table onsite
- Assure all participants receive appropriate direction/instruction onsite

## **5) VOLUNTEER/HOSPITALITY CHAIR**

**Chair(s):** 1) Sandra Offiah-Hawkins, Program Manager, Developmental English/Reading  
Daytona Beach Community College

Phone: 386-506-3130

Email: [offiahs@dbcc.edu](mailto:offiahs@dbcc.edu)

2) TBD

**Purpose:**

- To serve as greeters for conference registrants and recruit appropriate number of volunteers for onsite staffing throughout conference, excluding registration staff

**Responsibilities are as follows:**

- Work with committee chairs and Valencia's Conference Management staff to determine volunteer needs
- Assign volunteers to specific tasks (facilitators, ticket takers, decorating teams, etc.)
- Confirm with volunteers their duties, dates and times
- Notify Conference chair(s) of secured volunteers
- Assure all volunteers receive orientation, training and recognition as necessary
- Manage the volunteer/hospitality table onsite
- Send out thank you letters as deemed necessary

## **6) ENTERTAINMENT CHAIR**

**Chair(s):** TBD—If a school wants to showcase some of their students. Otherwise, the conference planners take care of this part.

**Purpose:**

- To secure appropriate entertainment for the welcome reception and general sessions throughout conference

**Responsibilities are as follows:**

- Work with conference and program committee to determine entertainment needs
- Research, recommend, and secure entertainment for various conference functions
- Finalize entertainers with approval from program committee and/or conference chair(s)
- Work with program committee to prepare entertainment schedule and assign space during the program
- Provide a list of all audiovisual and equipment needs for secured entertainers
- Confirm performance schedules with entertainment groups
- Serve as a liaison to the Valencia's conference management team to ensure each performer has necessary equipment and audiovisual needs



## **9) PICTURES/AV EQUIPMENT CHAIRS**

**Chair(s):** Name: \_\_\_\_\_, School Title:

Phone:

Email

Name: \_\_\_\_\_, School Title:

Phone:

Email

**Purpose:** To coordinate with the Historian to be sure pictures are taken during all parts of the conference and to coordinate with the conference planners to insure there is enough equipment for the break-out sessions.

**Responsibilities are as follows:**

- Make sure a minimum of two people are taking pictures
- Set up a schedule for who is taking what where
- Check with the person that is hired to troubleshoot equipment to see s/he has a schedule for checking rooms.
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## **10) TREASURER**

**Chair(s):** Russell Takashima, Director of Developmental Mathematics, Valencia Community College

Phone: (407) 582-1724

Email: [rtakashima@valenciacc.edu](mailto:rtakashima@valenciacc.edu)

**Purpose:**

- To maintain the association conference accounts and monitor income and expenses

**Responsibilities are as follows:**

- Write all necessary checks approved by President and Executive Board
- Coordinate with Conference Management to review and pay appropriate conference invoices, as necessary
- Assist the Conference Management team in preparing a working budget
- Reimburse conference committee members for appropriate expenses

## **VALENCIA'S CONFERENCE MANAGEMENT TEAM**

**Chair(s):** Chara Allen, Manager, Conferencing Services, Valencia Community College

Phone: 407-582-3205

Email: CAllen@valenciacc.edu

**Purpose:**

- To coordinate and manage the annual conference; provide quality, cost-effective conference management services to ensure a successful conference

**Responsibilities are as follows:**

**GENERAL**

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

**VOLUNTEERS**

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

## SPONSORS AND EXHIBITORS

- Assist with development of exhibitor package outlining benefits
- Design and print *Invitation to Exhibit and Sponsor*
- Manage the mailing of the *Exhibit/Sponsor package* after list is finalized
- Determine ad space need/deadlines of each registered conference exhibitor for publication in program, if necessary
- Collect and deposit all exhibitor fees into conference agency account
- Assign booth placement and determine set-up requirements (electricity, security)
- Secure artwork (in designated format) for program and forward to conference management team
- Secure banners as needed

## PROGRAM

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

## PRINT PIECES

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

**HOTEL**

- Research venues, procure proposals and present site information to executive committee
- Visit recommended sites with appropriate committee members
- Negotiate best possible contract
- Serve as primary contact with hotel staff
- Secure best available meeting space
- Maintain hotel rooming list and ensure all committee and special guest needs are met
- Verify compliance of contract guidelines on continual basis
- Write thank you letters to hotel staff

**MISCELLANEOUS**

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