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**PD Event/Conference Chair Tasks and Responsibilities**

***Prior to the Conference***

* Provide leadership for all event committee meetings and functions (in person or virtually) and be prepared to contribute meaningfully.
* Ensure that the event committee has a work plan which includes the identified target audience, educational outcomes, budget considerations, marketing plan, timeline, and evaluation process.
* Assist in research and selection of a suitable venue in cooperation with staff.
* Facilitate the work of the entire committee, planning and facilitating regular committee meetings, providing oversight, ensuring timely communications within the committee and between the committee and the Local Council of Leaders (LCOL) or PD Chair.
* Works with ACA staff to facilitate the call for presenters, identify keynote speakers, and program review teams.
* Work with ACA staff to develop timeline and agendas for conference calls and/or on-site meeting
* Work with ACA Staff to develop General Session agendas/outlines prior to the conference.
* Actively participate in all meetings as able.
* Work with ACA staff to develop articles/announcements to promote the conference in the e-newsletter, on the website, etc.
* Provides support to Program and Hospitality/Volunteer Chair in all aspects of conference planning and implementation.
* Organize conference program review team to look over session proposals. Review team should consist of three members of the conference committee. (A secondary team is coordinated by staff utilizing members of the Local Council of Leaders).
* Work with ACA staff to review work of both program review teams and make final decisions regarding session selection.
* Seek to have diverse presentations. May work with a program chair regarding this responsibility
* Coordinate sessions for workshops & place presenters in a time slot.
  + Work to create sessions for seasoned camp directors
* Create a wide range of topics for the various program sessions
* Plan/organize and facilitate the flow of the event, including working with ACA Staff to secure entertainment or other needs (decorations, etc.).
* Prepare thank you cards for all speakers to be given out during the conference.
* Work with ACA staff to create welcome letter for Program Book.
* Solicit feedback from entire committee regarding potential keynote speakers. Help vet speakers and make recommendations to ACA Staff.
* Provide timely feedback to ACA Staff on all conference related promotions (postcards, call for presenters, website, etc.).
* Solicit ideas from conference committee for a local service project. Coordinate with the Local Outreach Chair regarding the logistics of the service project.
* Solicit ideas from conference committee for potential outreach to local groups. Coordinate with Local Outreach Chair regarding the follow up of these groups.
* Help to recruit volunteers as needed.
* Review annual conference crisis plan and understand role within the crisis response plan.
* Provide support to all chairs as needed to ensure all tasks are being met.
* Assist outreach chair with making calls to potential attendees

***On-Site During the Conference***

* Work with ACA Staff to develop the agenda for full committee meeting and post conference wrap-up meeting.
* Work with ACA Staff to provide overall leadership to the conference.
* Work with ACA staff to oversee general session production, including serving as the MC as needed.
* Provide overall supervision to the registration/hospitality area during the conference – ensuring that tables are adequately staffed, help to field questions as needed, and greeting conference attendees and speakers upon arrival.
* Provide assistance of the service project as needed.
* Provide support to Exhibit Hall as needed.
* Assist in recognizing/thanking sponsors for their participation and support.

***Post Conference***

* Send “thank you” notes to event sponsors, in kind donors, hosts, presenters and volunteers.
* Evaluate the event with event committee and staff.

***Communication***

* Maintain effective communication with all members of the conference committee and ACA Staff.
* Regularly check in with ACA Staff.
* Develop an adequate time frame for scheduling meetings and conference calls. Give people plenty of time to respond and follow up with phone calls as needed.
* Participate in conference committee conference calls and on-site meeting as available.