

# WASHINGTON SCHOOL NUTRITION ASSOCIATION

## Job Description Annual Conference Chair

The Annual Conference Chair is appointed 2 years in advance by the vice-president and must be approved by the Executive Board by the end of the vice-president's term.

The Chair must be an active member of a local chapter, WSNA, and SNA.

The Chair shall serve until the end of the Annual Conference for which the committee was established.

Duties will include:

1. Be responsible for the overall planning and execution of the Annual Conference.
2. Nominate committee chairs to plan and execute the various conference activities and submit to Executive Board for approval at the Joint Executive Board Meeting.
3. In conjunction with the president, schedule all committee meetings, preferably at the conference site.
4. Review this manual and the Financial Policies & Procedures manual sections pertinent to the Annual Conference and the sections pertaining to Association procedures to ensure the Conference Committee operates in accordance with established procedures.
5. Review and be familiar with all contracts related to the Conference (hotel, exhibit hall, decorators, etc.).
6. Provide input for the preparation of the budget.
7. Two weeks prior to each conference committee meeting notify the committee of the meeting and attach notes from the previous meeting.
8. Presides over conference committee meetings.
9. Oversee and coordinate all committees to ensure that all necessary planning and preparation takes place in a timely fashion.
10. Insure that budgeted amounts for each committee are not exceeded based upon information provided by the Executive Director.
11. Provide articles for the *Apple Press* as requested.
12. Send progress report to the Board as requested by the President.
13. Attend the pre- and post-Conference meetings with the hotel (held immediately before and immediately after Conference).
14. Be available during conference to assist committee chairs, particularly in the areas of audio-visual, registration, and meal counts.
15. Provide a token gift (based on Conference budget) for the conference committee at the close or shortly after the conference as a thank you for their efforts.
16. Provide copies of a final written report to the Executive Board by the fall meeting;

The conference chair works closely with the co-chair and may delegate some of the duties to the co-chair(s).

### ***Executive Director Duties in relation to Conference Chair:***

1. Provides initial budget that has been developed in conjunction with President, President-elect, Vice-president and Treasurer.
2. Assists in developing the final Conference budget.
3. Coordinates conference activities with conference site/and or hotel.
4. Arranges hotel reservations for speakers, special guests, and complimentary rooms.
5. Obtains insurance coverage as required by sites.
6. Provides budget reports to the Chair and alerts the Chair to any expenditures which may exceed budget.
7. Attends pre- and post meeting with the hotel along with the Conference chair and others.