

## **ANNUAL MEETING PLANNING CHAIR**

**Purpose of position:** Chairs the Annual Conference Committee, if there is one, which plans and executes the Annual Meeting.

**Length of service:** One (1) year active term, additional year as mentor to new chair

**Expected time commitment:** Four (4) to Five (5) hours per month, with potential increase in the last two months before the meeting

**Position reports to:** Affiliate president-elect

### **An ideal Annual Meeting Planning Chair has:**

- Experience with contract negotiations preferred
- Experience with project and team management
- Diplomatic by nature.
- Experience with budget development and management preferred
- Experience with multi-tasking and delegating tasks
- Detail-oriented and well-organized skills

### **Responsibilities:**

#### **Administrative Responsibilities**

- Oversee the planning, implementation and evaluation of the conference, using the assistance of an appointed Conference Committee (CPEs), Scientific Committee, and Finance Committee.
- Maintain complete and updated notebooks and files, turning them over to the successor as soon as possible.
- Provide registration, content development and fiscal status reports to Board of Directors on a bi-monthly basis.
- Provide final summary report of conference successes and challenges and recommendations for future conferences to Board of Directors, within two months of event end
- Prepare and update annual meeting chair's files for end of term of office. Provide files and orient next fiscal year's annual meeting chair as to duties of the office.

#### **Fiscal Responsibilities**

- Collaborate with the Finance Committee to propose a conference budget that is feasible given current economical standing. Provide to Treasurer who manages Board of Directors approval of yearly budget.
- Submit requests for reimbursement to the president and treasurer by stated deadlines.
- Work closely with the treasurer to monitor income and expenses for the conference.
- Oversee the work of the Fundraising Chair to ensure that the Sponsorship Prospectus is updated, sponsors are recruited, and sponsorship commitments are fulfilled.

#### **Meeting Responsibilities**

- Select possible location(s) for future Annual Meeting (usually done 1-2 years or more in advance of meeting) and receive Board approval to book the chosen site.
- Determine date of conference, receiving Board approval, if necessary.

### **Travel Requirements:**

- 1-2 site visits during the year
- Attendance at the annual meeting, including 1-2 days prior to the event for set-up

### **Resources**

- Event Planner Toolkit
- Past Annual Meeting Chair's materials
- Event Planning Committee

**Affiliates should customize details according to their expectations for the leader.**

**Benefit for volunteering in this position:**

- Willing to roll up their sleeves and work beside others.
- Interested in making a difference in dietetics field.
- Enjoy bringing the project to fruition.

**What Annual Meeting Planning Chairs place in their resume:** Managed planning and execution of a #-day annual meeting with # attendees, # educational sessions and # exhibitors. Resulted in a \$# profit.

**Leadership Advancement:** Most annual meeting planning chairs, if looking to become further involved, become a member of the ADA FNCE Program Planning Committee or the affiliate Board of Directors Chair on Professional Issues.