



**Conference Committee Chair-Elect
Job Description
7.6.14**

Term

- Two Years: First year as Conference Chair-Elect and second year as Conference Chair
- Shadowing for the role begins in mid-September through December of the year leading up to term.
- Conference Chair-Elect will take office at the Annual Chapter Meeting in December.

Description of Role

The Conference Chair-Elect is a support role for the Conference Chair. The Chair-Elect is shadowing the Chair and learning how to plan and chair a successful annual conference.

The conference registration fee will be waived for the Chair-Elect.

Desired Attributes

Leader, Excellent Communication Skills, Accessible, Organized, Diplomatic, Flexible, Ability to delegate, Detail-oriented, Patient, Able to work independently and as a team and Commitment to follow-through.

Responsibilities

- Maintain membership in IATA and AATA
- Attend and actively participate in all Board and Chapter Meetings
- Assist President in preparing and submitting Chapter paperwork as delegated.
- Set annual goals at first board meeting
- Assist with planning of IATA annual conference
 - Creation of an inspiring theme related to organizational yearly theme and set title for board approval
 - Form a budget to be approved by board
 - Complete CE packet for approval by IMHCA
 - Set appropriate location and date for event
 - Clarify insurance and liability needs related to the rental of space and as delineated in the contractual agreement between IATA and owners of potential space
 - Arrange for Keynote speaker- board approval needed
 - Arrange for conference kickoff and closing ceremony
 - Advertise a call for papers
 - Arrange for a blind screening of papers & workshops, following guidelines for granting CEUs from IMHCA, consider current needs for LCPC, LPC, and BC renewal requirements when making decisions about papers & workshops
 - Arrange meals and snacks during the conference event
 - Organize appropriate related activities – such as related art events
 - Seek sponsorships and donations
- Assist with the creation a timeline of conference objectives and form a committee to carry out conference objectives. Lead committee meetings
- Participate in art, educational, business and social events that may arise related to the organization.



- Provide support for Conference Chair and Report to Conference Chair
- Take on additional responsibilities as requested by President.

Approximate Time Commitment Per Week: 3-4 hours. More hours required during peak periods of Chapter activity, such as week prior and following Chapter or Executive Board Meetings.