Conference Committee Chair
Job Description
7.6.14

Term

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

Description of Role

The Conference Committee Chair and respective committee will plan and implement the Annual Association Conference providing professional development opportunities for art therapy professionals and students, professional colleagues and members of the general public. Through conference courses, oral presentations, experiential workshops and interactive forums, participants can discuss current theories, explore new techniques, acquire or refine skills and, in general, increase their knowledge and understanding of the field of art therapy. Interactions with other professionals with similar interests afford attendees the opportunity to share experiences, build networks, diminish isolation and to grow professionally. Emphasis will be placed on the provision of education resources for the general public in order to heighten public awareness and participation, so that the field of art therapy will be further advanced.

The conference registration fee will be waived for Chair, Chair-Elect, and key committee members.

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
- Plan 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

- Create a timeline of conference objectives and form a committee to carry out conference objectives. Lead committee meetings
- Keep BOD informed through direct report to the Board Committee & Community Liaison as well as though attendance at board and chapter meetings, and written reports.
- Keep thorough financial records and receipts to be turned in to the Treasurer.
- Mentor the Chair-Elect who takes on the responsibility of the next year's conference
- Participate in art, educational, business and social events that may arise related to the organization.
- 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.