

## Conference Committee Guidelines

The mission of the Conference Committee is to strategically plan and maintain a steady pipeline of conferences, work with conference hosts to design, develop and deliver conferences, and to make sure the quality of conferences is maintained at the highest level. Duties include:

1. Maintain the Conference Committee policies and procedures (to include Antitrust/Competition – Appendix A).
2. Strategically recruit host schools for future conferences, maintaining a pipeline at least two years in advance (with board approval).
3. Work with host schools to design and develop conferences, making sure they receive a copy of the “Conference Hosting Guidelines” document. (PA will provide host school with planning documents: the most recent and accurate guidelines, as well as a planner/checklist, schedule template, and budget template).
4. Monitor conference development to ensure that appropriate progress is being made.
5. Attain support for host if/when needed.
6. Monitor conference to ensure quality.
7. Manage all administrative details (e.g., Policies, budget policy and reports, evaluation reports, etc.).
8. Provide final conference report.
9. Work with the Executive Director to provide the UNICON board with a committee report at each Board meeting.
10. Co-chair(s) to work effectively with other Conference Committee members to ensure they are actively involved and participative.
11. Co-chair(s) to maintain appropriate membership staffing for their respective committee.
12. UNICON Executive Director’s Office will be responsible for:
  - Maintaining, updating, and disseminating all documents related to conference policies, guidelines, budget, and planning notes.

## **Committee Membership**

1. Chair/Co-Chairs is/are chosen from the board of directors.
2. Other members typically selected from schools that have recently hosted a conference, or who will host a conference in the near future.
3. Normally, these representatives have a senior operating level position in the host schools so that they can consult on conference organizational details with future host schools and so that they can be considered for future UNICON leadership positions.

## **Goals & Objectives**

1. Recruit host schools for directors' conferences, annual workshops, and team development conferences, such that the conference calendar is populated at least two years out and so that conference sites are distributed geographically consistent with UNICON's international character.
2. Support the selection of host schools by advising in the preparation of conference proposals and recommending proposals to the UNICON board. UNICON Executive Director's office will provide approved host schools
  - an initial questionnaire to complete
  - conference budget template
  - most recent planning documents and guides on file that reflect best practices
  - committee member available for questions and advice given their recent experience, if appropriate.
3. Support the conference host schools in planning and executing the conferences by advising on theme, agenda, budget, and other operational and design issues.