

Meetings/Reports

Board Meetings

As Conference Chair, you are a non-voting member of the board, but are expected to attend and provide a written report and verbal update of your activities to date.

The board meetings requiring your attendance are held in:

June	Transition Board Meeting (Thursday-Sunday)
July/August	Executive Board Meeting (Friday-Sunday)
October/Nov	Executive Board Meeting (Friday-Sunday)
February	Pre-Conference Board Meeting (Saturday)
June	Transition Board Meeting (Thursday-Sunday)

See “SASFAA Board Report – July 2005”; “SASFAA Board Report October 2005”; & “SASFAA Board Report June 06” (attachments 2, 3, 4)

Committee Meetings

You will schedule three (3) physical meetings of your conference committee (you may choose to have any number of meetings via conference call). You are responsible for setting the agenda.

See “SASFAA Conf. Comm. Agenda July”; “SASFAA Conf Comm Oct Mtg Agenda”; “SASFAA Conference Call Agenda”; “SASFAA CC Agenda – Feb” (attachments 5, 6, 7, 8)

Your first conference committee meeting will overlap with the first board meeting in July/August, which is typically held at the site hotel. The Site Selection Chair will have arranged this meeting with the President; however, you may need to arrange some events yourself (e.g. Sunday night dinner). The travel for committee members should be Saturday morning, with your meeting begin time in early afternoon and concluding prior to lunch on Monday. Basic items to cover at the first conference committee meeting include discussions on the theme/logo, basic agenda, special events, charity, interest sessions, general session speakers, conference “giveaway”, etc.

See “SASFAA October CC Mtg” (attachment 9)

You will need to work with your President and the Site Selection Chair in scheduling the second conference committee meeting, usually in October. You may want to try and “piggy-back” with a state conference or another SASFAA committee in order to get

better rates. You should work with the hotel in determining room nights & sleeping arrangements (i.e. King, Dbl, Smoking/NS, etc.), as well as meeting space and meal functions held on site. Basic items for discussion at the second conference committee include finalizing the agenda, speakers, sessions, etc. – in detail.

The third conference committee meeting will be a pre-conference meeting at the hotel site. Committee members should travel on Friday morning, with your meeting being held that afternoon. The third conference committee meeting is to thoroughly review the agenda, tour the facility again, and make on-site assignments.

Newsletter

You will be required to submit a conference committee report by the required date set by the Newsletter Editor.

See “SASFAA Newsletter Article 2”; “SASFAA Newsletter Article – March 06”; “SASFAA Newsletter Article May 06” (attachments 10, 11, 12)

Annual Report

An annual report is due to the President, Secretary, and Immediate Past President by May 1. This should detail your activities and accomplishments during the year as well as an evaluation of meeting your goals and objectives.

See “SASFAA Annual Board Rpt 0506” – Conference (attachment 13)