

Conference Committee

Selection

The SASFAA Policies & Procedures provides an outline for who should serve on the Conference Committee. The Conference Committee must have a representative from each state. No committee member should serve more than two consecutive years on the committee. Other criteria to use in selecting the committee members should include gender, race, school type (4-year, 2-year, private, proprietary, graduate, HBCU), FAA vs lender, experienced vs new, etc. in creating a balanced and diverse committee. You should also select at least one person designated as Local Arrangements Chair and one person designated as Hotel Liaison. The Conference Chair-elect should also serve as a member of the committee (if not already serving in another capacity). In addition, the following are ex-officio members of the Conference Committee due to their title and responsibility on the Board: President, Vice President, Treasurer, Vendor/Sponsor Chair, and Diversity Chair.

Once selected, created a spreadsheet or word document listing all committee members with pertinent contact information. In addition, you might want to create a pocket-sized card with name and cell phone numbers for use at the conference.

See “SASFAA 2006 Conference Committee Roster” and “Conference Committee Cell” (attachments 14, 15)

Responsibilities

All committee members are to be active participants in the creation and implementation of the conference. You should assign specific conference tasks to each of the state representatives as listed below.

See “SASFAA Conference Committee Tasks” (attachment 16) for descriptions:

- Audio-Visual
- Publicity/Signage
- Concurrent Sessions/Moderators
- General Sessions/VIPs
- Special Events
- Electronics
- Publications/Printing
- Evaluations
- Department of Education

State Representatives have additional duties in that they need to be the link between SASFAA and their states in regard to promoting the Annual Conference and in soliciting volunteers to speak and assist on-site. They should ensure that their state newsletter has a conference update as well as sending information out via their state listserv.

Volunteers

Utilize the SASFAA volunteer list by having your committee members solicit sub-committee members. The volunteer list may be helpful in obtaining on-site assistance as well as potential speakers.

Send an initial letter to all those who volunteer, but were not selected to be on the conference committee to serve as potential prospects for helping with Local Arrangements, Moderators and/or Presenters, Special Events, Signage, and On-Site AV.