

SPRING SEMINAR COMMITTEE DUTIES & RESPONSIBILITIES

This is a brief outline of the Spring Seminar committees and a summary of their duties and responsibilities. This is only a suggested guideline. Final committees and responsibilities are determined by the general chair and seminar guidelines. More detailed descriptions are found in the Spring Seminar Guidelines, Appendix B.

General Chair

The General Chair is entrusted with:

- organizing, planning, and coordinating the Spring Seminar.
- providing support and guidance to the seminar committee
- selecting committee chairs and committee members with the chair's recommendations
- preparing the budget
- acting as liaison to sponsoring organizations, affiliate organizations, and the hotel or convention center
- signing all contracts between the Spring Seminar and any service providers
- preparing final seminar report from committee reports, and
- keeping records to pass onto the next General Chair.

Program Committee

The program committee is responsible for:

- selecting topics and speakers for the educational sessions
- working with the General Chair to ensure cost effective sessions
- communicating with the speakers including issuing contracts
- asking the speaker to complete the online form that will include information about the session as well as demographic information about the speaker
- making travel arrangements, and hotel lodging reservations when necessary, and
- providing a listing to the finance committee chair of all expenses that will be reimbursed by the seminar for each speaker.

Sponsorship Committee

The Program Support Committee is responsible for obtaining financial support for educational sessions, and coffee breaks.

Audio Visual Committee

The Audio Visual Committee is responsible for:

- selecting the audio visual vendor
- preparing the list of necessary AV equipment
- ensuring that all sessions have the appropriate AV equipment, and
- resolving any AV problems, set-up and tear-down on-site at the meeting.

Moderator Committee

The Moderator Committee is responsible for:

- obtaining moderators for each of the educational sessions
- completing the information packet of instructions for the moderators, and
- making sure a summary evaluation has been made for each session and continuing education rosters are returned after each session
- providing adequate staffing at the registration table, and
- returning session rosters to the appropriate organizations

Hospitality Committee

The Hospitality Committee is responsible for:

- selecting all food and beverages to be served to attendees
- purchasing moderator thank you gifts
- preparing thank you cards for the speakers and moderators.

Finance Committee

The Finance Committee is responsible for:

- preparing the seminar budget with the help from the general chair
- keeping an accurate up-to-date accounting of expenses and income
- calculating the profit/loss, and
- seeing to the disbursement of funds based on any financial agreements by the sponsoring organizations and any other affiliate organizations.

PreRegistration Committee

The Registration Committee is responsible for:

- entering registration information into the computer database
- registering attendees and speakers on-site
- providing all necessary lists so other committees may be able to complete their task, such as the moderator, handout, general chair for session room assignments and lunch/coffee break counts.

Onsite Registration Committee

- creating registration packets
- set up and maintain onsite registrant packet handout
- register onsite registrants

Graphics/Signage Committee

The Graphics/Signage Committee is responsible for:

- creating or seeing to the creation of all signage for session rooms, registration area, and any other special posters, and
- making sure appropriate signs are in place at the correct time.

All committees work directly with the General Chair. All committees are responsible for preparing committee reports detailing timelines, a summary of activities, expenditures and recommendations. The intent of the report is to provide helpful information to future committees.