

## Conference Host Committee Manual

### I. Membership

#### A. Structure

The committee is generally composed of 10 – 20 members plus a chairperson and vice-chairperson, who are appointed by the FGFOA president. The chairperson serves as the coordinator and appoints a subcommittee chair for each major area of responsibility. The vice-chairperson is responsible for the budget and assists the chairperson in coordinating the activities. (All chairs, sub-chairs must be active members)

- **Conference Supports**
  - Theme/Logo, Welcome Bags and Speaker Gifts
  - Volunteers
  - Opening Session
  
- **Conference Events**
  - Association Night
  - Hospitality Suite
  - President's Reception
  - Emerging Leaders
  
- **Golf & Other Sports**
  - Golf Tournament
  - Zumba, Sunday Morning Walk
  
- **Tuesday Night Event**
  - Tuesday Night Event
  - Transportation (if necessary)

Each subcommittee chair is responsible for the completion of the tasks assigned to that subcommittee. Each committee member is assigned to one or more of the subcommittees.

#### B. Purpose, Goals and Action Plan

Purpose: To plan and organize various events and activities to be held in conjunction with the annual conference.

Goal: To enhance the annual conference by providing events and activities where delegates will become acquainted with other attendees in a friendly and enjoyable atmosphere. These events add to the educational value of the annual conference by allowing attendees to share their professional experiences with colleagues and others.

Plan of Action: To establish subcommittee assignments:

To develop a theme and logo that will give an identity to the annual conference.

To memorialize the conference by providing welcome bags to delegates and customized gifts to speakers.

To plan and organize various events and activities; such as golf and sports tournaments, president's reception, association night event, emerging leaders, opening session, Tuesday night event, and hospitality suite.

#### C. Chairperson and Vice-Chairperson Responsibilities

The chairperson is responsible for coordinating all major aspects of the committee including: establishing meeting times, chairing committee meetings, assisting subcommittee chairs with coordination of assignments, reporting activities and results to all committee members, presenting reports to the FGFOA president and Board of Directors, and preparing articles for the FGFOA Newsletter (to be replaced soon).

The chairperson is responsible for reviewing and recommending changes to the committee's purpose, goals, and plan of action. Recommendations should be reviewed by the committee as a whole, and any changes forwarded to the Board of Directors for approval and inclusion in the next membership directory.

The chairperson attempts to attend all FGFOA Board meetings and is responsible for preparing and presenting a report of committee activities for all Board meetings. If the chair is unable to attend, arrangements should be made for the vice-chairperson or the liaison to present the report at the Board meeting.

The chairperson is responsible to summarize all committee activities for the year and provide a written annual report that will be distributed to the membership at the annual conference business luncheon.

The chairperson shall meet with the incoming chairperson and president to communicate his/her experience and concerns to facilitate an orderly transition. This meeting should occur either before or during the annual conference.

The vice-chairperson is responsible for the budget and the activity calendar, fills in for the chairperson when needed, and performs other duties as requested by the chairperson.

#### D. Subcommittee Chair Responsibilities

Each subcommittee chair is responsible for preparing and presenting reports to the committee chair on the progress of the respective subcommittee. Any meetings or conference calls necessary to accomplish the duties of the subcommittee are the responsibility of the respective chair.

#### E. Member Responsibilities

Committee members are responsible for assisting their subcommittee chair with organizing assigned event at the annual conference.

#### F. Meetings and Attendance

The Conference Host Committee may hold an organizational meeting at the annual conference to discuss goals and objectives for the year. One meeting will be held on site at the conference hotel to tour the facility.

The use of conference calls, webinars and e-mail to conduct the business of the subcommittee is strongly encouraged.

#### G. Terms

All members are appointed for a one-year term.

#### H. Membership Roster

A listing of each committee member including mailing address, telephone number, FAX number, E-mail address, will be compiled and distributed to all committee members.

#### I. Budget

An allocation is included in the annual budget for expenses associated with committee meetings. This allocation may be used for meals and other incidental expenses related to committee meetings. The committee will also

develop an overall budget for the conference events and will present this to the board of directors for approval. The budget may be amended by board action during the year based upon attendance and actual events.

J. Changes to Purpose, Goals, and Action Plan

The goals, as recommended in the Board's strategic planning session, shall be conveyed to the committee at the organizational meeting during the annual conference and may be revised during the year as determined by the Board and the president.

II. Conference Events Development

A. Subcommittees

The membership of the committee will be divided into subcommittees. A typical subcommittee format is listed below. This format may be revised by the chairperson to accomplish the committee's assignments. The Administrator will execute any contract as necessary for the events.

**Conference Supports**

- Theme/Logo  
Welcome Bags      This subcommittee will develop the conference theme and logo. The committee (in coordination with the Administrator) secures a vendor for the welcome bags and speaker gifts, as well as printing the bags and gifts with the conference logo.
  
- Volunteers      The subcommittee is responsible to secure volunteers from the local area, as well as schedules volunteers for events and activities. Volunteers to collect tickets at all events necessary (Association Night, Tuesday Business Luncheon, and Tuesday Night Event). Volunteers also needed to staff the Host committee table to pass out the bags on Saturday and Sunday. The subcommittee is also responsible for the quarterly newsletter articles (to be replaced soon).
  
- Opening Session      This subcommittee is responsible to secure and schedule the Color Guard, National Anthem, Invocation, and the Welcome address from the mayor. The subcommittee needs to provide Administrator with names and/or organizations for financial support for Color Guard, Singer, and Invocation approximately three weeks prior to the conference. If a specific amount is not requested, we typically issue a \$100 honorarium. Keynote speaker will be arranged by the President/Administrator.

## **Conference Events**

- Association Night The event is scheduled for Sunday night. It is an opportunity for delegates to network with their peers.
- Hospitality Suite This subcommittee will be responsible to acquire all food, beverages, and volunteers to staff the hospitality suite each night during the conference. A volunteer staff person will stay until closing to make sure the event is incident free.
- President's Reception This subcommittee will organize the Saturday night president's reception. This is a limited invitation reception that will be held for approximately 100 invited guests. The Administrator will coordinate the pre-reception event, usually held in the president's suite just prior to the Reception.
- Emerging Leaders This subcommittee organizes and schedules an Emerging leaders event on Monday afternoon in coordination with the Program committee.

## **Golf & Other Sports**

- Golf and Sports Events This subcommittee organizes and schedules a golf tournament on Sunday morning and may organize Zumba, jogging or other events as well.

## **Tuesday Night Event**

- Tuesday Night Event This subcommittee is responsible for planning and executing the Tuesday night event. This may include transportation, food, beverages, entertainment, and scheduling.
- Transportation This subcommittee, if established, seeks and provides transportation services as required by other sub-committees.

## B. Tasks

### 1. Committee Chair

- a. Prepare reports to the Board and Newsletter articles (to be replaced soon).
- b. Develop descriptions of events for the conference brochure and for the conference program.
- c. Work with meeting planners to develop deadlines to submit data and materials to meeting planners.
- d. Update the president, and administrative staff, as necessary.
- e. Prepare agenda and minutes for committee meetings.
- f. Recommend any budget amendments, if necessary, based upon attendance and development of event costs.
- g. Recommend fee amounts for events.
- h. Follow up with subcommittee chairs and meeting planner on pending items as needed.
- i. Coordination with other committees is important. The Conference Program Committee will require input from this committee and vice versa.
- j. Propose to the meeting planner and to the FGFOA Board any budget amendments, if required.
- k. Conduct a tour of the conference hotel with subcommittee chairs to assess facilities, and become familiar with hotel contractual terms.
- l. Provide event sites and menu selections to the conference planner for final approval. Coordinate execution of contracts and payments through the meeting planner.
- m. Consult with meeting planner as to the need for volunteers during the conference.
- n. Transfer of power - The outgoing committee chair should meet with the incoming chair to provide information and pass on the committee notes. This should occur at the annual conference.

### 2. Subcommittee Chair

- a. Make presentations at committee meetings.
- b. Take steps necessary to plan and organize assigned event or activity.
- c. Communicate with committee chair issues that may need his/her guidance.
- d. Schedule meetings and/or calls with subcommittee members to see that assignment progresses as scheduled.
- e. Provide contracts for events as necessary. Provide payment requests to the chairperson and coordinate when payments are due.

3. Members

- a. Communicate with subcommittee chair by attending meetings, by e-mail or by phone.
- b. Perform duties assigned by subcommittee chair.

C. Timeline

1. Organizational meeting - Normally held at the annual conference. Early organization is a key element to the success of this committee.
2. The first substantive meeting should be scheduled by mid-July or early August, depending on the conference date. Members are assigned to subcommittees at this meeting. Tasks of subcommittees are explained.
3. An agenda report, detailing the activities of the committee, is due for the quarterly Board of Directors meeting (the first is typically held at the end of July) based on a date provided by administrative staff. This should include an update of committee activities as well as any actions that may be required by the board of directors.
4. A tour of the conference hotel should be conducted to assess facilities. This will be coordinated through the meeting planner.
5. The theme and logo should be finalized and be presented as an agenda item for approval at the quarterly board meeting held in November which is held at the School of Governmental Finance.
6. A recommendation for fees, selection of sites for sports and conference events and other opening ceremony speakers must be presented in an agenda item at the winter quarterly board meeting.
7. A Board meeting is typically held in January or February.
8. The Conference Brochure includes a description of events developed by the Conference Host Committee and should be completed in February.
9. Recommendation of gifts and welcome bag selection must be finalized by March.
10. A final description of events should be prepared for the conference program.

III. Minutes Minutes of each meeting should be maintained for use by the next chair and committee.

IV. Reports A report is required for each Board meeting and at the direction of the president. The report is transmitted as an agenda item.

V. Correspondence - Copies of all correspondence should be maintained in the committee notebook.

- V. Newsletters An article about the progress of the committee is needed for each issue of the Newsletter. The deadlines will be provided by the administrative staff (to be replaced soon).
- VI. Appendix This section contains any forms used to accomplish the transmittal of information and articles for the Newsletter.