

Terms of Reference – SOAR Annual Conference Planning Committee

NAME:

SOAR Annual Conference Planning Committee.

REPORTING TO:

Board of Directors.

OVERALL PURPOSE OF COMMITTEE:

To plan the association's annual conference.

MAJOR COMMITTEE TASKS:

1. Identify current topics of interest and educational value to the members and administrative justice community.
2. Organize a conference session(s).
3. Source speakers.
4. Source moderators (as required) or act as a moderator.
5. Develop descriptions/material/theme for promotional materials.
6. Refer to the annual conference Timeline document and assist as noted.
7. Encourage/solicit registration (if low).
8. Obtain, review and act upon feedback.

DURATION OF COMMITTEE:

10 months.

NUMBER OF MEETINGS:

Monthly.

FINANCIAL IMPACT:

Organize a profitable event to fund day-to-day SOAR operations.

STAFF LIAISON:

SOAR Administrator.

SELECTION/ELECTION OF CHAIR:

Invitation by SOAR President.

SELECTION/ELECTION OF MEMBERS:

Co-Chair invitations sent to those who expressed an interest on the previous year SOAR Annual Conference Evaluation Form and from previous year committee.

COMMITTEE CHAIR RESPONSIBILITIES:

1. Chair meetings.
2. Assist with development of budget.
3. Focus committee on selection workshop topics, speakers, theme, promotional session descriptions, etc.

COMMITTEE MEMBER RESPONSIBILITIES:

As per above major tasks.