

IMSS Planning Committee General Chair

POSITION DESCRIPTION

PURPOSE

- Coordinate the planning activities for the annual regional meeting, Intermountain States Seminar.
 - Serve as IMSS Planning Committee liaison to the Region VIII Council.
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TERM

- 2 years, serving as General Co-chair in year one and General Chair in year two
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QUALIFICATIONS

- ASCLS Professional or Emeritus membership and reside in Region VIII
 - Recommended experience that would be helpful to someone holding this position:
 - Previous experience serving on conference planning committee at the state or regional level.
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DUTIES

- Work with Region VIII Director and Region VIII Treasurer to secure the venue for the coming year, signing necessary contracts.
- Set the schedule for Planning Committee meetings using video conferencing and add meeting times to the Region VIII Zoom calendar
- Serve as liaison to Region VIII Council, reporting on activities and obtaining Council approval for registration fees and unusual expenditures.
- Coordinate conference planning, working with committee chairs to assist planning needs
- Ensure that minutes are recorded for all planning meetings
- Shall see that all those who contribute to the success of the Seminar are sent a "Thank You" note.
- Prepares a final report for the Region VIII Council and the Planning committee following the seminar

- Reports to: Region VIII Council, IMSS Planning Committee
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EXPECTATIONS

- Meeting attendance & Travel requirements: Attend Region VIII Council meetings, Chair IMSS planning committee meetings, attend IMSS
 - Reports: Fall, Spring, Final reports to Regional Director
 - Deadlines: as needed for a successful meeting
 - Average time commitment: Approximately 4-6 hours per month until about 2 months prior to the conference, then time commitment increases according to planning needs.
 - Financial Considerations: Lodging is reimbursed ½ night at Snow King, or 100% if using a planning committee condo; each committee is allowed one complimentary registration (if 2 chairs, each is allowed 50%); if attending summer Council meeting in person, ½ hotel room for one night is paid by the Region.
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RESOURCES

- Mentors: Region VIII Director, past IMSS General Chairs
 - Materials: Green Book folders in Box shared IMSS folder
 - Helpful Hints & suggestions: Good communication skills a must!
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BENEFITS

- Contributions to the profession: Increase involvement in ASCLS. Coordinate a planning committee to bring high quality education and networking activities to members in Region VIII.
- Skills developed/enhanced: Delegation, mentoring, communication, leadership
- Contacts / networking opportunities: Meet and develop relationships with colleagues throughout Region VIII as well as industry partners
- Travel opportunities: Jackson and site of national meeting.