

IMSS Planning Committee Program Committee Chair POSITION DESCRIPTION

PURPOSE

- Coordinate the educational program activities for IMSS
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TERM

- 2 years, serving as Program Co-chair in year one and Program 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

- Working with the Planning Committee, determine the schedule for the meeting. Provide at least 12 hours of CEU with emphasis on quality speakers and content.
- Plan and arrange for speakers and sessions to fill the slots.
- Work with the Exhibits Chair to find sponsorships for speakers.
- Schedule rooms for the above and make all arrangements for audio-visual equipment that may be needed by speakers and workshop personnel.
- Working with the assigned Constituent Society P.A.C.E. Coordinator, perform the following P.A.C.E. duties:
 - Gather all needed P.A.C.E. information from the speakers and send to P.A.C.E. Coordinator at least one month in advance of the meeting
 - Provide P.A.C.E. information to Publicity for program marketing
 - Assist P.A.C.E. Coordinator with assembling Moderator packets and arranging for Moderators for all sessions
 - Send P.A.C.E. documentation to P.A.C.E. Coordinator

- Communicate the following with speakers and sponsors:
 - Lodging information
 - Final program information prior to the meeting for their information
 - Purchase speaker gifts with the approval of the Planning Committee. Speaker gifts should not exceed \$50.00 (preferably \$25 – 30).
 - Write "Thank You" notes to all speakers and workshop personnel.
 - Prepare a final report for the IMSS General Chair following the meeting.
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EXPECTATIONS

- Meeting attendance & Travel requirements: Attend all planning committee meetings, attend IMSS
 - Reports: monthly reports to planning committee; final report to IMSS General Chair after completion of conference
 - Deadlines: as needed for a successful meeting
 - Average time commitment: Approximately 4-8 hours per month until about 2 months prior to the conference, then time commitment increases according to planning needs.
 - Financial considerations: Lodging is reimbursed 1/2 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%)
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RESOURCES

- Mentors: Region VIII Director, past IMSS Planning Committee chairs, past IMSS planning committee members
 - Materials: Green Book folders in Box shared IMSS folder; IMSS Speaker and Topics subfolder in Box shared IMSS Folder; other constituent society websites (ASCLS website, Participate, States) listing speaker and topics for their meetings
 - Helpful Hints & suggestions: Good communication skills and not being afraid to think outside the box are very helpful.
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BENEFITS

- Contributions to the profession: Coordinate with the planning committee to bring educational opportunities to members in Region VIII.
- Skills developed/enhanced: details related to planning activities, computer and AV skills
- Contacts / networking opportunities: Meet and develop relationships with colleagues throughout Region VIII as well as industry partners; develop relationships with speakers across the country
- Travel opportunities: Jackson, Wyoming

