

IMSS Planning Committee Social Committee Chair

POSITION DESCRIPTION

PURPOSE

- Coordinate the planning activities for social events including catering options during IMSS.
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TERM

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

- Arranges for food and drink at all functions to include sessions with the exhibitors, breaks, and other social activities.
 - Plans a Social Activity for participants.
 - Schedules social events with the conference venue
 - If functions are held away from the main facility, arranges for transportation when necessary.
 - Provides decorations pertaining to the meeting theme.
 - Assists in obtaining door prizes.
 - Assists in obtaining materials for the registration bags.
 - 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 4-6 hours per month until about 2 months prior to the conference, then time commitment increases according to planning needs.
 - Financial considerations: Lodging is reimbursed 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 Social Committee chairs, past IMSS planning committee members
 - Materials: Green Book folders in Box shared IMSS folder
 - 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 networking opportunities to members in Region VIII.
- Skills developed/enhanced: details related to planning activities and catering functions; leadership skills
- Contacts / networking opportunities: Meet and develop relationships with colleagues throughout Region VIII as well as industry partners
- Travel opportunities: Jackson, Wyoming