

NSMA ANNUAL CONFERENCE COMMITTEE

FACT SHEET

TERM:

One year, however, preparations may begin three years in advance
Appointed by the NSMA President with BOD approval

QUALIFICATIONS:

An active member of NSMA in good standing
Familiar with NSMA Bylaws and Standing Rules
Strong organizational and communication skills
Dependable with the ability to follow through
Able to manage a large project

RESPONSIBILITIES:

Attending all NSMA BOD meetings beginning three years before the conference
Organize the annual NSMA conference including location, dates, and program agenda, and set registration fees.
The chair appoints a Vice-Chair if necessary
Select and choose Chairs for conference sub-committees
Prepare a final conference report including all financial records
Review and update as needed the conference section of the NSMA Procedure Notebook

BENEFITS:

Annual NSMA conference registration fee paid
Vice-Chair: annual NSMA conference registration fee paid

BOD NOTEBOOK CONTENTS:

Current NSMA operating budget and NSMA conference budget
Retain year-end report for 7 years
Retain Conference financial reports for 7 years
NSMA Bylaws and Standing Rules
Roster of conference committee chairs members and NSMA BOD roster
Update conference planning calendar as needed
NSMA Planning Calendar
NSMA Financial Policies
Revise/replace forms and samples as needed

NSMA ANNUAL CONFERENCE COMMITTEE

The purpose of the Annual Conference Committee is to develop and organize the NSMA annual meeting of the membership which includes continuing education sessions, the General Assembly, pre- and post-conference NSMA BOD meetings, meal functions, social activities, and exhibits. The booklet "Conference Planning" is available upon request from the AAMA office for reference. Also, refer to the NSMA Conference Guidelines.

The presiding President, with the approval of the current BOD, will name the Conference Chair and conference location three (3) years in advance. The chair will select a vice-chair if desired. The conference site must have ample room to handle the number of attendees expected with enough meeting rooms and meal function space. This committee needs to be larger than most other standing committees because of the multitude of tasks assigned to it. Subcommittees are created and assignments are developed at the discretion of the Conference Chair.

The Conference Chair shall supervise and coordinate all conference subcommittee functions under the direction of the NSMA BOD. The chair shall maintain close communications with the Conference Vice Chair and all subcommittee chairs to ensure the completion of assignments. The Conference Chair will be the primary contact and facilitate communication between subcommittees and the NSMA BOD.

The conference chair shall be the custodian of the membership display board which is passed on from year to year for display on the membership table during the annual conference.

The chair shall be available on-site during the entire conference to supervise all activities of the conference as needed. The chair is responsible for updating all forms and instructions in the NSMA Annual Conference Guidelines.

The chair shall review the final conference bills and authorize payments at the end of the conference.

The conference chair is responsible for coordinating and preparing a final report to include a detailed financial report of income and expenses. The chair shall oversee the tabulation of evaluation forms if distributed and include compiled data in the "wrap-up" report. This report should be available at the summer (August) NSMA BOD meeting and any profits should be forwarded to the NSMA Treasurer after all income and disbursements have cleared the checking account. A copy of the final financial report goes to the Budget & Finance Chair.