



American Adoption Congress
Conference Chair Job Description
Approved by Board of Directors 03/08/2017

Prerequisites

- Be a member of AAC in good standing
- Maintain a commitment to the AAC Mission and Goals
- Prior Event planning experience
- Financial and accounting background
- Prior Budget planning skills
- Prior experience with negotiations
- High level of Professionalism
- Communications skills
- Detail orientated with organizational skills
- Able to work directly with AAC Treasurer and AAC Event Registrar
- Microsoft Office Suite and Excel experience
- Chair all conference call meetings as well as all sub-committee meetings
- Ability to maintain confidentiality
- Willing to sign off on the American Adoption Congress Code of Ethics, Corrective Action Policy, Conflict of Interest Policy and all other documents within the Board Member Policies and Procedures Handbook
- Will make every effort to attend the annual AAC International Conference

Term of Service

The Conference Chair is appointed by the President, approved by the Board, and serves at the pleasure of the President and in keeping with the AAC By-Laws. The Conference Chair shall serve a 3-year term

Responsibilities

The Conference committee will be submitted by the Conference Chair to the Board of Directors approved and ratified by the Board of Directors.

Key Roles:

- Prepare the conference budget and submit to board for approval
- Provide a fair and transparent process for keynote selection and workshop selection
- Determine Conference Schedule and footprint
- Create the conference footprint, mapping of rooms to events – including films, keynotes, and workshops
- Work with Hotel Staff in contract negotiation and Conference/Event Preparation
- Contact potential keynote speakers and present to board of directors for approval
- Prepare Keynote contracts and submit to Board of Directors and Attorney for review and approval
- Work with committee and board to vote on conference theme and logo
- Ensure all deposit are made
- Apply for tax credit for each state



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- Establish sub-committee(s) for various event planning
 - Set deadline and time line schedules for sub committees including keynote, workshop sessions and film/plays, Public Relations/advertising, Grants, Promotional items, Volunteer, program, and local organizing
- Work with and negotiate contracts with various outside vendors
- Determine catering budget and options with Hotel venue
- Work with qualified Social Worker to ensure CEU application is completed and submitted. Ensure all attendees have fulfilled requirements for certification of CEU credits.
- Coordinate travel arrangements and reimbursements for keynote speakers
- Review Hotel Contracts and bills for accuracy
- Established conference site planning committee for future planning (3-5 years) and visit various hotel venue(s)
- Provide a monthly report and minutes to Board of Directors