

CONFERENCE PLANNING COMMITTEE PROFILE

AUTHORITY ESTABLISHED BY	ESRA Board of Directors
REPORTS TO	ESRA, Vice Chair
PURPOSE	The purpose of the Conference Planning Committee is to support the ESRA membership by providing an engaging educational networking opportunity through the annual ESRA conference.
RESPONSIBILITIES	<ul style="list-style-type: none"> • Maintain confidentiality about deliberations on committee work. • Execute the responsibilities and annual charge(s) of the committee to fulfil the committee’s purpose and the association’s strategic plan. • Attend committee meetings and complete assigned tasks. • Provide support during the ESRA Conference. • Secure speakers, ensuring that a well-balanced, high-quality program is organized and presented at the conference. • Gathers, maintains, and utilizes lists of media contacts and past and potential attendees for targeted outreach; and assists staff in promoting the conference. • Secures sponsors. • Handles speaker introductions. • Acts in an advisory capacity to provide feedback and recommendations to the ESRA Board and Staff on the following: <ul style="list-style-type: none"> • Venue Selection • Budget Setting • Fee Setting • Facilities Coordination • Other
TERMS OF OFFICE	One Year
TERM LIMIT	Two Terms
TIME COMMITMENT	The bulk of conference planning occurs in May – November. Requires every other week meetings, and occasionally weekly as conference date nears depending on committee involvement.
QUALIFICATIONS	<ul style="list-style-type: none"> • ESRA Member • Commitment to active service
OTHER	Members of committee shall receive no fee, salary, or remuneration of any kind for service. Committee members will be reimbursed for reasonable expenses incurred with board approval upon submission of proper documentation