

College and University Professional Association for Human Resources

Southern Region

Position: Chair

Position Summary

Provides Board leadership and planning in part by scheduling Board meetings, developing agendas, and facilitating the work of the Board that includes but is not limited to Conference programming and establishing goals and strategic plans. Conducts Region Board meetings (2 per year). Appoints committees as/if needed. Oversees Board budget and finances. Serves as Conference Chair. Depending on the rotation will serve on CUPA-HR National Board of Directors for three years (3 years). Attends National Board meetings (3 per year). Attends a Chapter conference other than their own chapter 9i per year) Serves in a liaison capacity with the National President of CUPA-HR, the National office and other association leadership. Oversees performance of all Region Board members.

July

1. Develops draft goals for the coming year.
2. Reviews Board binder for updates/revisions and forwards any necessary revisions/additions to Board members.
3. Compiles Board binder for new Board members.
4. Reviews Region by-laws.
5. Monitors Regional Financial Reports from CUPA-HR National.
6. Makes arrangements for fall Board meeting (usually held at end of August beginning of September)
7. Sends letter to Board including travel procedures, dates, times and main items on agenda
8. Makes preliminary arrangements with the hotel
9. Works with Conference Program Chair to recruit Host Committee; invite Host Committee Chair to attend
10. Invites Chapter Presidents to attend the Fall Board meeting
11. Updates Conference time line with Chair-Elect.
12. Opens master account with hotel
13. Completes application if necessary, send to National for approval
14. Provides tax-exempt verification
15. Attends Association Leadership Program. (ALP)

August

1. Leads in development of potential Conference themes and Logo for upcoming conference.
2. Develops agenda for Board meeting.
3. Arranges for facilities tour with hotel in conjunction with fall Board meeting.
4. Works with Conference/Program Chair to make arrangements with Visitor and Convention Bureau to visit potential conference social event sites in conjunction with fall Board meeting.
5. Sends confirmation letter to hotel including list of Board members and other invitees for sleeping rooms (dates, number of rooms, smoking preferences), room rate (usually conference rate), billing procedures, meeting room(s), meals, facilities tour. Confirm all room reservations.

6. Sends confirmation letter to Board members regarding transportation, meeting arrangements, hotel reservations, meeting schedule and agenda.
7. Contact our procurement officer for catalogues for conference bags, and gifts to take to the Board meeting.

September (Board Meeting)

1. Conducts fall Board meeting.
2. Meets with Conference Manager and takes a tour of the hotel and reviews the area for concurrent sessions, exhibitor area etc. (usually done the Friday afternoon).
3. Facilitates Board discussion and agreement of region goals.
4. Facilitates development and approval of conference and Board budget(s) in support of Region goals.
5. Finalizes Conference theme and logo.
6. Discusses National Board matters.
7. Develops conference marketing plan and related tasks/assignments.
8. Works with Chair-Elect to develop target list for keynote speakers.
9. Determines Region Conference Exchange participation, number of exchanges that we will accept. Will communicate with the Regions as needed.
10. Determines which Chapter conference will be attended by a member of the Board.
11. Discusses corporate partner's development, program details.
12. Discussed speaker gifts.
13. Writes letter from the Chair for the fall newsletter, submit to Director of Communications and Marketing.
14. Determines with the Board registration fee for members and sponsors and exhibitors.
15. Appoints Board Members to conduct site visits for future conferences. Usually the Past, Past Chair, and the Chair for that year's conference will visit.

October

1. Confirms room block for conference. Confirms comp rooms by the Hotel, (usually 1 per 50 rooms) as well as the comp suite for the Chair.
2. Finalizes Night out event and sends contract to National for signature.
3. Discusses entertainment and Night Out logistics with the Host Chair (are busses needed, does catering need to be contracted, entertainment. Are guards needed to secure the exhibitors area)
4. Book entertainment, buses, etc and send contract to National for signature.
5. Works with Ex-officio director of communications finalizing the logo and the marketing for the conference.

November

1. Negotiate contract for registration processing with at present University of Tennessee.
2. Develops registration material with representative of the registration office.
3. Signs Conference Registration Services Agreement with CUPA National.
4. Work with Webmaster to design the web site for the conference.
5. Writes the information about the city, the conference, night out event, and any other materials to put on the Web site.

December

1. Finalizes decision with Host Committee Chair concerning speaker gifts. Either the Host Chair will purchase the gifts if they are a local gift known to the area or have our procurement officer order the gifts.
2. Order the conference bags from procurement officer.
3. Order shirts for the Board.
4. Works with hotel to have registration set up to announcement on the web.
5. Start marketing the conference with the Ex-officio Director.
6. Write marketing piece to market the conference with links to the web site and send to National to do a broadcast message to all the Regions.

January

1. Completes arrangements to participate in Region Conference exchange
2. Request hotel send menus.
3. Discusses arrangements, food, beverages, entertainment, etc with the personnel on the night out event.
4. Works with the hotel in choosing the menu's for the various events.
5. Works with the Hotel to review set-ups for the sessions.

February

1. Coordinates Past Chairs breakfast to be held at Region Conference, prepare/send invitations
2. Attends National Board meeting if the Chair is selected to be on the National Board
3. Makes hotel reservations for keynote speakers and Board members.
4. Makes room reservations and makes food arrangements for board meeting before the conference. Invites, CEO or representative from National to the Board meeting to discuss National matters.
5. Works with the Conference Manager to have the staff that will service the conference be present at the Board meeting on Friday afternoon before the conference.
6. Contacts registration personnel of those who will have comped registration who are Regional exchange
7. Sends invitation to Regional Exchange members to join us for Saturday night dinner

March

1. Follows up with Program Committee and Host Committee Chairs to insure Conference details are accounted for and addressed.
2. Submits Honorary Life Membership Nominations to the National Board.
3. Submits nominations for Foundation Grant Scholarships to CUPA National.
4. Conducts site visit(s) with Board designates for future Conferences (three years out).
5. With the Treasurer secures checks from National to pay for speakers, entertainment etc at the conference.
6. Maintains invoices and keeps track of expense with Secretary/Treasurer.

April

1. Finalizes Conference Protocol and Procedures and confirm all related assignments and tasks.
2. Begins confirming conference numbers with hotel.
3. Works with hotel to add rooms if block is full.
4. Begins to confirm conference numbers with the night out event personnel.
5. Works with Registration personnel, Chair elect and Director for Corporate and sends the list of all those that require special ribbons on their name tags.
6. List of corporate sponsors and exhibitors need to be sent to Registration to have name tags made and ribbons put on.
7. Receives all the registration materials from the registration personnel and brings to conference, this includes name badges of participants, list of participants sating who paid and who needs to pay etc.
8. Brings gavel to the conference to pass on to Chair elect.
9. Brings the following materials: alcohol sign, color dot signs, receipt book, pens, pencils, staple, tape, thumb tacks, scissors, post it notes, paper clips, name tag machine, lap top computer, instructions for volunteers.
10. Works with the procurement personnel to have conference bags, awards, shirts, gifts mailed to the hotel at least three days before the conference.
11. Develops agenda for Board meeting and sends to Board members.
12. Touches base with all Board members prior to conference and make sure they are on track with all assignments

May

1. Attends Board meeting and Conference.
2. Identifies Host Committee Chair (for subsequent conference).
3. Meets with conference staff on the Friday before the conference for any final changes or details.
4. Determines who gets comp rooms and/or reduced rate rooms based on the Board approved lists.
5. Provides list of VIP's to hotel.
6. Makes personal contacts with all the Exhibitors and Sponsors and thank them to their participation,
7. Opening session: thank all for participating. Names all the Sponsors and what they have sponsored. Thanks the host chair and have the host chair come up and say a few words about the night out event or any other items. Officially open the conference.
8. Lunch on Monday: Again thank the sponsors; recognize the Host chair and committee: recognize all the volunteers, recognize the Board members. If the President of the organization or a member of National is there have them come and say a few words. Awards presentations
9. Lunch of Tuesday: Business meeting, treasurer's report, board nominations, National President-elect approval. Prize Drawing.
10. Brunch Wednesday: thank everyone for coming, hand gavel over to the new Chair.
11. Reviews hotel, night out event bills for accuracy. Sends to Treasurer to process for payment.

Throughout the conference

1. Be available to assist in any matters specifically dealing with the hotel: food, set ups etc.

June

1. Sends thank you letters to Board members for year of service
2. Sends congratulatory letters to Region award winners.
3. Send congratulatory letter to new Chapter President.
4. Writes board report, sends to the Board and National Office.
5. Sends all relevant Chair materials to Chair-elect for use during the coming year.