

# College and University Professional Association for Human Resources

## Southern Region

### Position: Chair-Elect

#### Position Summary

Serves as Program Chair for the annual Region Conference. Assists Chair with planning any miscellaneous projects through the year. Collaborates with Chair to select keynote speakers. Assumes role of Board Chair after serving one term as Chair-Elect.

#### July/August

1. Reviews association by-laws.
2. Attends association leadership program.
3. Analyzes program evaluation summary from previous conference and identifies any unmet programming needs or expectations and makes plans for the next conference. Shares ideas and recommendations with the Board at the fall planning meeting.
4. Prepares report for Board for fall meeting (suggested conference themes, tentative Program Committee schedule, possible keynotes and concurrent sessions, recommended program structure, analysis of conference evaluations).

#### September

1. Prepares 'Call for Presentations' announcement and sends to national office for posting on the national web site, CUPA-HR newsletter, regional newsletter, southern region web site, and for distribution at the CUPA-HR national conference.
2. Invites selected potential presenters to submit 'Call for Presentations'.
3. Solicits interest for and selects individuals to serve on the Program Development Committee; sends confirmation notice and schedules conference call meeting after call for presentation deadline.
4. Selects keynote speakers and obtains signed contract. Shares a/v needs with the program support chair.

#### October

1. Sends completed 'Calls' to Program Development Committee members in advance of conference call.
2. Attends CUPA National Conference.

#### November

1. Arranges and leads the Program Development Committee conference call meeting to identify and select concurrent session topics and presenters from 'Call for Presentations' and program networking.

2. Identifies if there are any unmet programming needs, based on feedback from prior conference evaluations, and solicits necessary presentations with assistance from program development committee.

### December

1. Holds a second Program Development Committee conference call meeting to finalize the slate of concurrent presentations.
2. Makes hotel reservations for the keynote speakers and charges rooms to the master account or utilizes a comp.

### January

1. Finalizes and arranges conference program and sends acceptance letters or emails to presenters, notifying them of the assigned day, time and room for the presentation. Also sends notices to the presenters that were not selected and places them on the alternate list in case there is a cancellation.
2. Forwards a copy of the call for presentation document for all selected presentations to the Program Support Chair. This document lists the presenter's bio and A/V needs.
3. Provides preliminary conference program information to southern region webmaster for posting on the region web site, including conference-at-glance page.

### February

1. Finalizes conference speaker gifts, coordinating with the Chair.
2. Selects replacement presentations from the alternate list, if a selected presenter cancels. Also may need to determine if presenters can swap days and timeslots due to a presenter's prior obligations.
3. Provides text and assists the Director of Communications with developing draft of conference program. Text provided includes the day, time, location, session number, presenter information, and topic description for all conference programming. Also provides final conference-at-glance and concurrent sessions at-a-glance pages/text.
4. Orders plaque for the chair.
5. Reviews conference and concurrent session evaluation forms and makes any necessary revisions. Provides forms to the Program Support Chair for inclusion in the presenter's assistant packets and participants conference registration packet.

### March

1. Reviews final draft of the conference program brochure prior to printing.

### April (Conference)

1. Attends Board meeting and Region Conference.
2. Verifies arrival of speakers and notifies participants if there are any programming changes.
3. Checks concurrent session rooms periodically and confirms that everything is in order (e.g., signage, layout, temperature, cleanliness, refreshments, etc.).

4. Greets and provides support to the keynote presenters. Makes sure a/v needs are met and equipment is working properly. Introduces or selects someone to introduce keynote presenters.
5. Personally thanks volunteers who assisted with the conference.
6. Presents plaque to chair and receives gavel at closing brunch.
7. Make personal contact with all exhibitors and sponsors to thank them for their support of the conference.

### May (Post Conference)

1. Compiles feedback from overall conference evaluation, concurrent session evaluation forms and the presenter's assistant report and distributes to the board.
2. Sends thank you note to concurrent session speakers.
3. Receives travel expense receipts from keynote presenters and forwards to secretary/treasurer for reimbursement.

### June

1. Sends all relevant materials to incoming Chair-Elect.
2. Contacts the hotel group sales person in preparation for next year's conference. Identifies when the hotel is available for the fall planning meeting.
3. Review and update position description/task checklist by June 30.