



## ***Section 4 CONFERENCE***

### **4.01 Conference Committee**

Approved: 2017-11-21

Latest Revision Date: yyyy-mm-dd

Review required: 2022

#### **Intent**

To describe a committee to oversee conference planning and planning for meeting of members.

#### **Policy and Procedures**

The Conference Committee consists of the following SBOA members:

- the elected Conference Chair,
- at least 1 former Host Committee chair,
- 2 members-at-large, and
- other members as determined by the Chair.

Members are appointed by the Chair, at a time determined by the Directors or when a vacancy occurs, and subject to confirmation by the Directors. All committee members are required to comply with [2.01 Volunteers Qualifications and Responsibilities](#).

The responsibilities of the Conference Committee are:

- at least 6 months, and ideally 12 months, before a scheduled conference and meeting of members, find a potential location and Host Committee Chair, and provide a recommendation to the Directors for approval,
- guide the Host Committee Chair in creating and operating the Host Committee (see [4.02 Role of Conference Host Committee](#)),
- assign one member to the Host Committee,
- maintain an ongoing record of at least the past 10 conferences, including agenda, sponsors, and expenditures,
- maintain a list of potential speakers and topics,
- assist the Host Committee as necessary,
- advise the Board of Directors when and how SBOA bylaws and policies require updating,
- select a Vice Chair to act when the Chair is unavailable,
- set its meeting procedures,
- record meeting minutes ([form 10.05](#)) and file minutes with the Secretary,
- prepare and submit annual budget request by November 1 ([form 10.06](#)),
- any other matter as directed by the Directors.

**Application**

SBOA Conference Committee Chair and members.

**Notes**

Based on information from [SBOA Bylaws](#) Sections 9 and 10.