



## **4.02 Role of Conference Host Committee**

Approved: 2017-11-21

Latest Revision Date: yyyy-mm-dd

Review required: 2022

### **Intent**

To describe a committee to organize a conference and meeting of members in a specific location.

### **Policy and Procedures**

The Conference Host Committee consists of the following SBOA members:

- the Host Committee Chair,
- a representative of the Conference Committee, and
- other members as determined by the Chair.

Members are appointed by the Chair. All committee members are required to comply with [2.01 Volunteers Qualifications and Responsibilities](#).

The responsibilities of the Host Committee are:

- report to the Conference Committee,
- at least 6 months (and ideally as soon as possible) before the conference and meeting of members, book host facilities,
- liaise between the representatives of the host facilities and the Treasurer to negotiate contracts,
- approach local municipalities, companies and organizations for sponsorship of conference events (see [4.03 Conference Sponsorship, Trade Show and Advertising](#)),
- select and order and solicit local contributions for free promotional items for conference attendees,
- book a municipal representative or spokesperson (for example, Mayor or Councillor) to provide welcome for opening ceremonies,
- book entertainment provider for banquet,
- set conference fees, keeping in mind fees for previous conferences,
- prepare and submit budget request to the Conference Committee (based on [form 10.06](#)),
- any other matter as directed by the Conference Committee.

### **Application**

SBOA Conference Host Committee Chair and members.