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**Policy 7-95 revised**

**Date: January 15, 2015**

### **Policy and Procedure: Conference Committee and Guidelines for Committee Participation**

The Case Management Society of New England is a recognized professional entity actively engaged in promoting educational opportunities for its members. The Conference Committee supports the membership-at-large through development and staging of an annual multi-day educational conference.

#### **The Goals of the Conference Committee are:**

- Organize and complete the annual conference
- Develop program content of interest/value to membership that promotes case management practice
- Provide educational and networking opportunities that address the wide range of practice types across the membership

#### **Composition of the Conference Committee:**

- The sitting President-elect or Immediate Past President serves as Conference Committee Chair & Board Liaison per the position description for one term, unless otherwise determined by vote of the Board of Directors to appoint an alternative experienced individual to this position
- A Co-chairperson, recommended by the Chair and endorsed by the Board of Directors
- No more than a total of six (6) members (inclusive of both Chair and Co-chairpersons) with at least two (2) committee members having prior Conference Committee experience
- Committee members shall serve no more than three (3) consecutive terms on the committee to allow for new member development. Each year 2 committee members will rotate off the committee allowing for the mentorship/participation of 2 new committee members at each conference.

The Conference Committee is lead by a Chair/Co-chair with support from the Executive Director.

The committee Chair/Co-chair keeps the Executive Director and Board of Directors informed as to ongoing progress with planning and development, well in advance of due dates. This is accomplished through regular written updates to the Executive Director and Board as well as by updates to the committee e-mail group to which the Executive Director is subscribed and through direct communication by email, telephone and face-to-face contact.

The Chair/Co-chair is responsible for bringing obstacles in planning and organization to the attention of the Executive Director as early as possible for guidance, additional support and resolution.

#### **Role of the Committee Chair/Co-chair:**

- The President-elect or Immediate Past President is designated Conference Chairperson/Co-chair. The Chairperson/Co-chair must be a current and active Case Manager member of the Chapter. The Chair or Co-chair must have served at least one (1) previous year as a member of a CMSNE Educational Program Committee and/or Conference Committee.
- The Chair/co-chair shall actively mentor committee members for possibly serving an additional term.

- The Chairperson/co-chair is/are the committee's primary point of contact with the Executive Director and Board of Directors.

### **Roles of the Committee Member:**

- Committee members must be current and active CMSNE members of the Chapter, new members to the committee must have served on another CMSNE conference committee for at least one year prior to consideration for joining the Annual Conference Committee.
- Each committee member agrees to be an active participant on the committee for a period of at least one (1) full year.
- Committee members agree to accept tasks as assigned by the committee chair. The following roles are designated as follows:

#### Exhibitor Coordinators – (2)

*Primary commitment timeframe: January through September (variable)*

1. Review and evaluate comments from previous year's conference – make adjustments to past set-up related to comments if necessary.
2. Review contract with Exposition Service Provider regarding booth set up and cost.
3. Establish cost per booth and create Exhibitor Prospectus, invitation letter and follow up letter in conjunction with Executive Director. Proof draft and approve final copy. (No later than March 1st)
4. Review prior mailing lists, solicit new vendors. (on going)
5. Oversee Executive Director in regards to initial mailing and follow-ups. (on going)
6. One month prior to conference, follow up with personal contact to ensure booth spaces are filled. (August 1<sup>st</sup>)
7. Evening prior to conference - be available at site to ensure proper set-up and direct exhibitor to booth locations and problem solve.
8. Both days of conference - be available to exhibitors to problem solve and direct.
9. Make personal contact with each exhibitor representative at the conference.
10. Develop, distribute and collect exhibitor evaluations. Work with Executive Director to collate results and make recommendations to next year's conference committee.

This is an ongoing project with variable time requirements. Responsibility for recruitment of additional vendors depends upon initial response and commitment rate. The Executive Director may tabulate results. Post-conference responsibility anticipated to be minimal.

CMSNE members who exhibit will receive discounted space only if they are also corporate members.

#### CEU Supervisor – (1)

*Primary commitment timeframe: May through July (specific and limited activity timeframe)*

1. Will work in conjunction with the Executive Director to assure:
  - that speaker documentation is received in a timely manner and adheres to certification continuing education requirements and are free of commercial interests.
  - that applications for applicable continuing education credits are accurately completed and submitted 60 days prior to the conference
  - that electronic evaluation process is completed and operational for conference
  - that Executive Director shares post conference tabulated evaluation results with speakers and committee.

Call for Papers and Posters Coordinator – (1)

*Primary commitment timeframe: January through May (variable)*

1. Create based on conference objectives a Call for Papers application.
2. In conjunction with Chair or Co-chair, proof draft and approve final copy of Call for Papers application (late December)
3. Develop and submit article for use as a Press release and article for February edition of The Facilitator. (January 29<sup>th</sup>)
4. Coordinate with Executive Director the distribution of Call for Papers (electronically distributed January 15<sup>th</sup> as a special notice)
5. Coordinate with Conference Committee members the review and approval of presenters based on conference objectives (deadline for CFP submissions April 15<sup>th</sup>. Selection completed by May 15<sup>th</sup>).
6. Coordinate with Executive Director on contacts with approved speakers and schedule presentations based on established conference schedule. (all presentation confirmed by June 1<sup>st</sup>).

Call for \*Proposals Coordinator – (1)

*Primary commitment timeframe: January– July (variable)*

*\*Call for Proposals is held for the identification of Pre & Post Conference Symposia*

1. Create, proof and approve a call for proposal application. A draft of this document is available. (ready to email by early March).
2. Supervise Executive Director in regards to mailing and submissions.
3. Develop and submit article for The Facilitator (January 29<sup>th</sup>).
4. Follow up with personal contact with Corporate Sponsors and interested parties regarding potential sponsors. Executive Director will provide leads of interested parties.
5. Coordinate review and approval of presentations as received in chapter office.
6. Develop article/announcement of approved programs for August edition The Facilitator. (July 29<sup>th</sup>)
7. Coordinate with Executive Director all details regarding approved programs

**Responsibilities of all Committee Members:**

Committee members agree to the following:

- Active participation in all facets of planning and decision-making as deemed necessary by the Chair and Co-chair.
- Committee members accept and complete assignments as designated by the Chair, and/or Co-chair. If prior commitment precludes the ability to carry out a specific responsibility, notify the Committee Chair. Substitute assignments are arranged by the Chair/Co-chair.
- Assignments are completed by the deliverable date. If there is a potential for not meeting a deadline, the responsible committee member keeps the Committee Chair, and fellow committee members, informed of the completion status issues and accepts assistance to complete tasks in a timely manner.
- A schedule of meetings is determined early in the planning process of the year prior to the actual conference. Meetings may be face-to-face, via conference call or using other easily accessible technological means (online conferencing).
- Each Committee member is responsible to participate in the following activities:

- Selects the title and theme of the annual conference. Conference location is determined at least 9 months ahead of the actual conference date and is reviewed and approved by the Board of Directors in place at the time of selection.
  - Sets the conference format, content and timeframe.
  - Develops projections for numbers of attendees and exhibitors and space requirements.
  - Develops a budget with projected expenses and revenue, for submission to the President and approval by the Board of Directors.
  - Oversees applications and certificates for continuing education units.
  - Prepares and distributes conference promotional materials and brochures (including exhibitor information).
  - Development of conference materials.
  - Develops of food and refreshment requirements.
  - Review and updating of the mailing list.
  - Manages/ schedules the staffing needs for the conference using Committee, Board of Directors, volunteer members and paid staffing.
  - Identifies and procures presenters.
  - Coordinates all conference-related activities on a timely basis.
  - Develops evaluation tools for participants and vendors.
  - Assesses the results of the evaluations and make recommendations for future conferences.
- Attend all conference committee meetings. Be part of the decision making group that:
    - Develop content, objectives, title, schedule
    - Develop and proof brochure
    - Determine menu options
    - Discuss conference-related concerns
  - Be available and actively participate in conference events as assigned. Examples of this include, but are not limited to, the following:
    - Conference set-up & tote/handout coordination (usually begins 4 pm evening before conference)
    - Early registration set-up (evening before conference)
    - Registration table (both days)
    - Evaluation collection.
    - Introductions of sessions (both days)
    - Speaker, Sponsor and Exhibitor hospitality (throughout conference)

**Communication:**

Primary communication vehicles include: email group, telephone contact and face to face meetings.

Each member is responsible to review all incoming email messages and respond to them as requested within 2-3 business days in order to participate in committee business. Members are requested to advise Chair/Co-chair and/or Executive Director if they are going to be unavailable for any extended length of time (i.e. vacation, illness, etc.), this will allow the committee to continue to move forward with committee business.

Committee members must respond monthly to meeting agenda notice by forwarding an e-mail directly to the Committee Chair if they are not attending. Committee members are allowed 3 excused absences before they will be asked to excuse themselves from the committee.

When appropriate, the committee Chair/Co-chair may convene a telephone conference call or in-person meeting to facilitate decision-making. Committee members make reasonable effort to meet the communication requirements of the committee through participation with other committee members. If unable to attend a live or teleconference meeting, each member notifies the Committee Chair in advance.

**Inability to comply with commitment:**

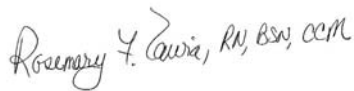
If a committee member, Chairperson or Co-chairperson is unable to meet the requirements of committee membership, it is their responsibility to step down promptly in order to allow the Chapter to continue to meet the needs of its members. The Chairperson informs the Executive Director and Board Liaison of the resignation. In consultation with the President, a new committee member or chair or is selected/assigned.

**Benefits of Committee membership:**

Committee members benefit from involvement in the following manner:

- Regular committee members receive complimentary registration and paid double occupancy accommodations (room and tax) at the hotel for the duration of conference responsibilities. Alternate members will not automatically receive the above benefit, unless called into active status
- Increased networking opportunities with Corporate Sponsors, facility hosts and peers
- Development of organizational and event planning skills
- Conference committee members who are presenters for a session will receive the usual speaker's honorarium

Please note that at the discretion of the chair, in consultation with the Executive Director and President, an alternate member may receive a discounted or complimentary registration depending upon their level of active participation on behalf of the committee.



Signed off:

Rose Zawia, RN, CCM, President 2013-2015

Date: 1/15/15