



Northern Division

THE PURPOSE OF THE CONFERENCE COMMITTEE SHALL BE TO:

1. ASSIST CONFERENCE COORDINATOR IN COORDINATING ANNUAL AFSS CONFERENCE:

- S RESEARCH SITE
- S COORDINATE DETAILS OF ARRANGEMENTS
- S COORDINATE WITH APPROPRIATE AFSS COMMITTEES
- S PREPARE BUDGET FOR MEMBERSHIP APPROVAL
- S CONTACT EXECUTIVE BOARD
- S NEGOTIATE CONTRACTS
- S COORDINATE WITH COUNTERPART CONFERENCE COMMITTEE
- S MAINTAIN MINUTES

THIS COMMITTEE SHALL ACCOMPLISH THESE GOALS BY:

1. Researching at least three sites centrally located within the State for presentation to the Executive Board of Hosting Division. Confirm with counterpart Conference Committee.
2. Coordinating details of the arrangements such as: room accommodations, classroom, food costs, opening ceremonies, banquet arrangements, menus, vendors, etc.
3. Coordinating with other AFSS committees as necessary.
4. Obtaining proposed contracts and prices for presentation to Executive Board. This shall include a draft registration invoice and supporting criteria.
5. Upon Executive Board approval of proposal, negotiating appropriate contracts.
6. Advising counterpart Committee of all plans.
7. Acting as Treasurer to help facilitate financial arrangements and record keeping.
8. Appointing necessary working committees as needed from Membership At Large.
9. Advising Communications Committee, within the required deadline, of noteworthy dates, events, and progress for inclusion in Division Newsletter. Coordinate publicity/advertising responsibilities.
10. Providing and maintaining registration table at Conference.
11. Receiving all registrations, receipts, and revenues and submit to Budget Coordinator to complete a balanced financial report within two months of Conference completion.
12. Furnishing Historical Committee with copies of all fliers, handouts, and pertinent data for inclusion in historical files.



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13. Ensuring that any Conference fees for members will be set at a rate lower than for non-members.

NOTE: In consideration of the work that is required of the Conference Coordinator(s), the Conference Coordinator(s) will be exempt from paying the conference registration fee. In addition, hotel expenses for lodging will be paid for by AFSS Northern Division. If there are co-coordinators the costs will be split.