



9/6/2018

2019 Conference Committees

Descriptions

DR. ROBERT C. HUDSON, MODERATOR
13TH DISTRICT ASSOCIATION

PROGRAM COMMITTEE CHAIRMAN:

DUTIES MAY INCLUDE, BUT ARE NOT LIMITED TO THE FOLLOWING:

- Initiates and assists in developing, planning, implementing and administering goals and objectives related to auxiliaries representation for our district.
- Auxiliaries include children and youth, young adult, women's, ushers, hospitality and health, Christian education, evangelism, family, church leaders, music, minister wives, pastors and ministers.
- Meets with Deans and auxiliary leaders for input in curriculum design.
- Coordinates class/workshop descriptions and presentations that will be given to publicity chairman.
- Initiates and assists in scheduling of classes, selecting presenters, and designing the curriculum of study.
- Coordinates course objectives, resource guide, supplementary instructional materials to be used for study.
- Communicates objectives to each auxiliary coordinator and their team.
- Helps to ensure quality teaching and presentations within assigned areas.
- Coordinates the preparation of class records regarding attendance.

COMMUNITY AND GOVERNMENTAL RELATIONS:

CHAIRMAN DUTIES AND RESPONSIBILITIES

- Works with the steering committee in overseeing and coordinating the Conference's priorities with government officials at the local, state and federal levels.
- Works with the ministry chairpersons to create and strengthen the Conference partnerships with local organizations.
- Establishes, fosters and maintains relationships with governmental officials and other community leaders to ensure the Conference goals and objectives are expanded and priorities are enacted.
- Maintains, evaluates and advocates for the interest of the Conference in legislative and government funding initiatives.
- Serves as the Conference primary point of contact.
- Raises awareness of the 13th District's accomplishments and ongoing activities with elected officials and community leaders while continuing to identify new opportunities for partnerships that will enhance both the community and the image of the 13th District.
- Arranges for government and community leaders to regularly visit and take part in major 13th District sponsored events.

FINANCE COMMITTEE:

DUTIES MAY INCLUDE, BUT ARE NOT LIMITED TO THE FOLLOWING:

- Responsible for the financial control of the event, managing the revenue and expenses and recording procedures.
- The chairman should have a thorough understanding of bookkeeping practices and implement fiscal controls to reduce expenses and increase revenues.
- Develops comprehensive conference budget based on fundraising goal and input from committee chairmen.
- Establishes financial policies and operations, where required.
- Reviews all contracts and manage payment of invoices for service.
- Monitors conference operations within the approved budget, disbursing funds as needed.
- Maintains financial records and prepare final accounting of net revenues.
- Issues tax receipts, where required.
- Reports monthly to the steering committee.

Sub-Committee:

TRUSTEES:

CHAIRMAN DUTIES AND RESPONSIBILITIES –

- Assists in identifying a curriculum which addresses the most current financial information for local church operations, laws, policies, etc.
- Works closely with program committee in designing this curriculum.
- Assists in identifying presenters who are knowledgeable of current practices for finance.

SPECIAL EVENT COMMITTEE:

DUTIES MAY INCLUDE, BUT ARE NOT LIMITED TO THE FOLLOWING:

- Organizes/recruits, motivates and leads coordinators of each special event as they recruit teams, obtain sponsorship and plan events for music, guest performers, community service projects, social activities, special awards and luncheons/meals.
- Recruits leadership volunteers to manage team development, sponsorship, fundraising, operations and help in the recruitment of subcommittee members.
- Assists in setting schedules for each event, and outlining duties for.
- Works with budget committee in designing a budget for special events.
- Keeps steering committee abreast on all event planning sessions.

THE LOGISTICS COMMITTEE:

DUTIES MAY INCLUDE, BUT ARE NOT LIMITED TO THE FOLLOWING:

- Secures a site for the conference and coordinates all arrangements between the conference staff and the site staff.
- Works with venue staff to understand how the site works, how to operate everything, and where everything is located.
- Recruits Logistics volunteers, including a co-chair, and meet with them regularly.
- Attends conference committee meetings.
- Obtains necessary contracts and permits under the direction of the Director.
- Works with Conference Director to secure site and necessary equipment. Prepares site map.
- Arranges for first aid.
- Arranges for traffic control/parking. Obtain security, if necessary for conference. Obtains communication devices.
- Assigns set-up crew volunteers.
- Assigns clean-up crew volunteers.
- Obtains other committees' logistical needs, such as tables, chairs, audiovisual, etc.
- Assigns a sub-committee for decorations
- Arrange staffing for logistics.
- Recognizes and thank logistics volunteers and in-kind donors.

Sub-Committee -

DECORATIONS:

CHAIRMAN DUTIES AND RESPONSIBILITIES

- Plan, design, and implement the decorations of the named areas during the Convention.
- Reports to the steering and logistics committees the progress and needs of the committee.
- Keeps the decorations within an appropriate budget.
- Recruits volunteers to assist.

REGISTRATION COMMITTEE:

DUTIES MAY INCLUDE, BUT ARE NOT LIMITED TO THE FOLLOWING:

- Trains and supervises registration staff. Prepares the registration space. Provides a comprehensive report including rosters, payment summaries, registrations to date and a closing financial statement.
- Oversees conference registration website, offers advanced registration, create the registration form
- Manages e-mail and telephone inquiries
- The individuals who staff the registration desk should be knowledgeable about the conference (location of classes, etc.)
- Courteous and professional, greets attendees with a smile and a packet.
- Prepare registration packets and personalized name badges
- Manage credit card transactions and accept electronic payments

SPONSORSHIP COMMITTEE:

DUTIES MAY INCLUDE, BUT ARE NOT LIMITED TO THE FOLLOWING:

- Ensures supporters receive all benefits as outlined in sponsor agreements and recognition for their financial contributions prior to, during and after the conference.
- Establishes a list of all potential sponsor opportunities at varying financial levels
- Assists with developing a sponsor package
- Manages a database of contacts, requests and outcomes
- Records and report sponsorship status to the Conference Director and Finance Committee
- Ensures benefits and recognition commitments are fulfilled before, during and after the event
- Writes thank you letters to all supporters - cash and in-kind.

PUBLICITY/PROMOTION/MARKETING COMMITTEE

DUTIES MAY INCLUDE, BUT ARE NOT LIMITED TO THE FOLLOWING:

- Compiles and submit press releases, as well as serve as the main media contact person for the conference.
- Develops a monthly event-wide newsletter, updating churches on the progress of the conference.
- Utilizes a variety of media types to spread the word about the conference. Examples: social media, (Facebook, Twitter, etc.), street banners, announcements or flyers at community gatherings, churches, restaurants, video presentations, local websites, key media personalities.
- Develops a relationship with media and local business by developing a comprehensive list.
- Assists in designing conference program by working closely with program committee.
- Designate a sub-committee to design souvenir journal for conference.
- Secures technology team/photographer.

Sub-Committees:

MEDIA:

CHAIRMAN DUTIES AND RESPONSIBILITIES

- Develop a media team, which will consist of technical equipment, lighting and sound personnel.
- Develops multimedia for the various convention sessions.
- Works closely with the logistics, technology and audio-visual committees
- Works closely with special events and program committee.
- Create designs and publications for print.
- Have a working knowledge of projection hardware...and fix it.
- Have a working knowledge of videography, including video cameras, video recording, video uploading, and video file storage.
- Know exactly how to fix someone's computer problem when they ask him to.
- Recruits volunteers to assist.

SOUVENIR JOURNAL:

CHAIRMAN DUTIES AND RESPONSIBILITIES –

- Works with all committees in securing advertisements, congratulatory messages, letters from dignitaries and conference staff for souvenir journal.
- Prepares a budget for income and printing of journal.
- Works with program and special event committee in securing special guest and program participants for journal.
- Designs correspondences for soliciting advertisements.

TECHNOLOGY/AV:

CHAIRMAN DUTIES AND RESPONSIBILITIES –

- Assists in setting-up all microphones, recording devices, cameras and other AV necessary for events.
- Recruits workers/volunteers who are knowledgeable of various technology equipment to assist in set-up, monitoring equipment, etc.
- Works closely with special event and program committee.

VENDOR AND EXHIBITS COMMITTEE –

DUTIES MAY INCLUDE, BUT ARE NOT LIMITED TO THE FOLLOWING:

- Secures a variety of vendors that are representative of cliental.
- Contacts vendors concerning space, fees, and rules for space.
- Secures signs, forms and registration information to mail to vendors.
- Collects all fees and report to budget committee.

HOSPITALITY/HOTEL ACCOMMODATION COMMITTEE:

DUTIES MAY INCLUDE, BUT ARE NOT LIMITED TO THE FOLLOWING:

- Be thoroughly familiar with local points of interest, facilities, and institutions. Be aware of budget constraints affecting local arrangements and costs.
- Should be thoroughly familiar with managing a conference and be able to negotiate with hotels to make the best possible arrangements.
- Prior to the conference, works with the marketing committee to prepare a brochure/flyer to include but not limited to: Directions and pertinent details, hotel facilities/amenities, parking, closest hospital, ER, First aid, attractions close-by for sight-seeing, all important/critical info for a comfortable stay.
- Works with the Registration Committee and Sponsor Committee to: Generates a list of sponsors, allocates rooms for sponsors, coordinates lodging and transportation for guests
- During the Conference: Sets up First Aid kits or/ a First Aid room, provides assistance to guests to check into their rooms, provides an overview of facility, amenities, parking, etc.
- Provides accommodations and special needs to all VSG.

VOLUNTEER COMMITTEE:

DUTIES MAY INCLUDE, BUT ARE NOT LIMITED TO THE FOLLOWING:

- Recruits volunteers for all conference committees, ensuring they bring a required level of skills and experience, and fosters an environment that promotes self-motivation and ambition to act on their own initiative as well as embracing team-concept.
- Recognizes and cultivates the potential in others; and infuse energy into members of the team.
- Establishes a comprehensive list of potential volunteers and recruits for specific event tasks
- Work with Chairs to develop a list of committee-specific jobs including time commitments and level of difficulty
- Assists committees to establish a volunteer schedule including replacement help when needed
- Establishes a protocol for volunteer recognition. Ensures the volunteer experience is meaningful, fulfilling and, most importantly, fun!

TRANSPORTATION COMMITTEE:

DUTIES MAY INCLUDE, BUT ARE NOT LIMITED TO THE FOLLOWING:

- Work with all committees to assess the need for transportation. (Speakers, performers; having each accounted for after receiving their itinerary; keep visibility on them so needs can be met).
- Works closely with Registration, Publicity, and Housing Committees in having an attendance packet, which will detail how to get to the conference venues from common points. (airport, buses, courtesy transportation).
- Ensures that transportation information is accurately reflected in the conference program or other handouts.
- Outlines the transportation needs for conference events and functions. They may include, but not limited to Opening/Welcoming event, Workshops/Classes/Seminars, Receptions, etc.
- Establishes a budget and work within budget.

SUB-COMMITTEE:

SECURITY:

CHAIRMAN DUTIES AND RESPONSIBILITIES –

- Works with the Shreveport Police Department and churches in securing paid and/or volunteer protection for all events.
- Prepares a budget for paid officers and other security details.
- Makes sure of reserved parking is identified.
- Monitors capacity space and flow of traffic for all events of the conference.

EVALUATION COMMITTEE:

DUTIES MAY INCLUDE, BUT ARE NOT LIMITED TO THE FOLLOWING:

- Establishes a means for evaluating the conference, and compiles and analyzes results.
- Collaborates with other committees to establish a method for evaluating the conference.
- Prepares a summary of results for use in planning future conferences.
- Submits a summary report to the Moderator, Congress, Steering Committee and churches which compile the 13th District.