

**TITLE: National Conference Chair (NCC)**

**QUALIFICATIONS:** Enthusiastic and continuing member of AOSA

Leadership experience in a local chapter of AOSA

Demonstrate high level of organizational and leadership skills.

Competence in Microsoft Office: Word and Excel. Have competence with Skype, google docs, texting, and online communication tools.

Willingness to devote a great deal of time and energy

**RECOMMENDATIONS:**

Local leadership role in a prior conference

Experience on the National Board of Trustees (NBT)

**SEARCH:** The Vice President, National Conference Director (NCD), two former NCCs, and one Regional Representative will conduct interviews and recommend the best candidate team. The hire will take place July 1, two years prior to the conference they will chair.

**TERM:** The term of service begins immediately upon hire and concludes the conference following the contracted conference.

**REPORTS TO:** The National Conference Director (NCD)

**DUTIES:** The NCCs plan the Professional Development Conference for which they are hired. Duties are subject to change, but include:

Familiarity with the NCC Job Description, AOSA policy, budget and NBT *Motions in Effect* related to the professional development conference.

The NCC serves on the Conference Committee (CC) and attends meetings with the NBT.

Compiles proposals for review by the conference committee. Plans sessions that reflect a balance of skill levels and cultural diversity keeping in mind all aspects of music & movement education that would be of interest to members.

Prepare contact information for invited presenters.

Oversee and approve the selection of groups for performances and demonstration, and evening events.

Oversee all local team meetings, committees and hosting chapters.

Review the local conference budget and all other duties provided in the timeline.

**TIMELINE**

WHEN	WHAT
JULY-2 YEARS	Review:
	NCC Job Description/Timeline
	AOSA Motions in Effect related to Conference.
	LCC and LC3 Job Descriptions and Timelines
	Reports from previous conference.
	Conference budget.
	Create Skype® address
SEPTEMBER-2 YEARS	Participate in proposal review for prior conference.
	Attend the NBT/CC meeting for orientation and current Site Visit.
	Contact potential International and Featured Presenters.
	Invite your hosting chapter(s) to the Thursday evening meeting at Conference.
NOVEMBER-2 YEARS	Assist current NCCs:
	Host evening events, or concerts as assigned
	observe local team work and attend LC3 meetings
	Evaluate sessions of new presenters and possible return presenters.
WINTER-1 YEAR	Lead meeting for your potential local team on Thursday evening.
	Submit Invited Presenters/Performers request to EXD.
	Provide preliminary information for Featured presenters and performers.
	You do not execute any agreements or contracts.
	Lead Kickoff Meeting with local chapter. Provide JDs in advance for local members to review. Compile interest survey.
	Collect information for Memorandum of Understanding (MOU).
	Tour conference site if available with NCD.
MARCH-1 YEAR	Update letter of support to administrators for local chapter volunteers.
	Create Final Report templates.
	Attend the March NBT/CC and current Local Team 2 meeting.
	Request appointment of following LCCs.
	Review and update LCC/LC3 JDs based on prior final reports.
	Review Call for Session Proposals, Performance Groups and approve for HQ.
	Work with LCCs to identify local committee chairs.
	Chapter support is sent once MOU is signed and received by HQ.
	Conduct following Team Meeting 1: Prepare team to support current local team.
LCCs create local team contact sheet: cell number, email, home address, Skype.	
Prepare for “What’s New?” event for current conference.	

SUMMER-1 YEAR	Prepare evaluation documents for Presenter Proposals and contact the Proposal Review Committee. Distribute materials by August 15. Reviews are compiled prior to the September meeting.
SEPTEMBER-1 YEAR	Prepare brief progress report for conference committee.
	Attend the NBT/CC meeting and current Team Site Visit.
	Compile accepted/rejected/maybe presenter lists. Limit to approximately 60 presenters. Most presenters repeat, few may present three session. Anyone performing more than three services should be considered “featured” and receive full registration. International guests present two sessions with repeat.
NOVEMBER -1 YEAR	Arrive on Tuesday and assist current NCCs.
	Greet exhibitors and invite them to the following conference.
	Assist your team in the unpacking and packing of the AOSA instruments.
	Attend the Exhibitor Meeting and all LCC/LC3 meetings.
	Attend standing committee meetings as needed.
	Host assigned evening events.
	Collect reflections from your local team.
WINTER	HQ will send Presenter acceptance/rejection emails the middle of January.
	Edit bios, titles, and descriptions for contract dispersal.
	HQ sends contracts by February and compiles returned contracts.
	Create first draft of the schedule using grid provided by the NCD.
	NCD compiles IN/EQ requests from returned contracts and adjusts grid.
	Submit ALL CALL information to Regional Representatives.
	Confirm selection of performing groups and Banquet band.
	Submit conference website information to Communications Director.
	Collect information for Conference webpages.
MARCH	Begin local team monthly reports and review volunteer pool lists.
	Collaborate with NCD regarding the combined Conference and Team meeting.
	Determine sessions to be videotaped and adjust grid.
	Confer with HQ regarding publishing Guidebook information.
	Confirm volunteer procedures and Volunteer Rebate Program.
SPRING	Send article including the focus, featured presenters, special guests, and photographs to the Communications Director by April 15.
	Review monthly LCC/LC3 reports.
	Contact presenters regarding session notes and registration procedures.
	Confirm schedule for June 1 launch.
JUNE	Update Guidebook as needed.
	Submit an article to the Communications Director by July 15
AUGUST	Review travel and hotel arrangements for invited guests with EXD.
	Proofread presenter notes and identify copyright issues before posting.

	Send registration discount codes to presenters meeting Aug. 1 deadline.
SEPTEMBER	Prepare brief progress report for conference committee.
	Attend the NBT/CC meeting and current Team Site Visit.
	Review any schedule changes with local team.
	Confirm program for the Welcome Ceremony with President, LCCs, and EXD.
	Assign LCCs/NCCs/NBT as hosts for Featured presenters, concerts and events.
	Prepare acknowledgement and program sections for conference book.
OCTOBER	Process presenter session notes and confirm presenter registrations.
	Confirm presenter/performer honoraria with the EXD/NCD by October 15.
	Proof the conference book by October 15.
	Finalize Welcome Ceremony program and plan for VIP and parent seating.
	Review volunteer lists and schedules with LCCs.
CONFERENCE	Arrive Tuesday before the conference.
	Introduce Featured Presenters and Performers as needed.
	Support the local team. Volunteer logs are due to LCCs by December 1.
	Reimbursements are due no later than 30 days after conference.
POST CONFERENCE	Review pictures from photographers and submit to Communications Coordinator.
	Post all Final Reports to Dropbox by January 1. Final NCC report is due Jan. 15th.
	Final Skype reflection will be scheduled in February.
	Arrive on Wednesday of the following conference to assist the current NCCs.

**How to Develop the Conference Schedule**

Use Excel schedule template provided by the NCD. General Sessions, Evening Events, IS and TE sessions and standing committee meetings will already be placed for you. Begin with room types such as piano, drum, movement. As contracts return, mark any special requirements i.e. piano, no LCD projector, no instruments, contrabass bars requested, and demo groups.

Assess which sessions will be the most popular, and spread them out over the three days in the largest rooms. When scheduling featured presenters with multiple or repeated sessions, make sure that attendees are able to register for one of each session. Presenters assigned to the smallest rooms may repeat a third session. Plan for the load out process to use only three rooms with instruments by the last session. Time slots can be traded up to May. Once Guidebook is posted in June, only room changes can be made; the time slots are firm.

**How to develop the Conference Book**

Review the conference book deadlines with the NCD/EXD. Establish who will prepare which sections, including the cover page, required statements on the inside cover, and pocket agenda/checklist.

A. *Maps and Schedules*: program at a glance, conference program/research session/concessions, schedule of meetings, general sessions, maps of site.

B. *Programs*: performance programs, sponsorships

C. *Acknowledgements*: NCC/LCC bios, local volunteers, presenter contacts, session hosts, local acknowledgements, awards, financials

D. *Exhibitors*: contact information

PD Verification Log

**Words to the Wise**

Format your Final Report early and update regularly. Setup a Dropbox for the local team. Share files from the AOSA Dropbox as needed. Keep a separate folder for NCCs, NCCs/LCCs and the entire local team.