

## NATIONAL CONFERENCE CHAIR JOB DESCRIPTION **2016**

**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 comfort and familiarity 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 COMMITTEE:** The Vice President, National Conference Director (NCD), two former NCCs, and one Regional Representative will conduct interviews and recommend the best candidate or candidate team. The hire will take place at least 32 months prior to the conference they will chair.

**TERM:** The term of service begins immediately upon hire and concludes June 30 following the contracted conference.

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

**DUTIES:** It shall be the duty of the NCCs to plan the Professional Development Conference for which they are hired. Duties are subject to change.

Specific duties shall include:

Be familiar with AOSA policy, budget and NBT *Motions in Effect* related to the professional development conference. The NCC serves on the conference subcommittee and attends conference subcommittee meetings at the same time and location as the NBT.

Seek input from various NBT members and Committee Chairs concerning their activity related to the conference. Consult with the NCD for scheduling of all NBT activities.

Plan 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.

Compile submitted proposals for review by the conference committee. Prepare contact information for invited presenters, sponsored presenters, member presenters and performers. Contracts are prepared and distributed by HQ.

Oversee and approve the selection of groups for performances and demonstration including adult performing groups, entertainers, evening events.

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Oversee all aspects of the conference budget.

Facilitate the Jumpstart Meeting with the hosting chapter members.

Communicate with the NCD, EXD, HQ and the meeting and event planning company Experient

Collaborate with the NCD, EXD, and one member of the EC, regarding conference communication

Collaborate with HQ staff regarding conference budget allocations

Communicate with the Local Conference Chairs (LCCs), all Local Conference Committee Chairs (LC3s) and local hosting chapters, and act as consultant to all local committees.

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**TIMELINE FOR THE NATIONAL CONFERENCE CHAIR**

**WHEN**

**WHAT**

UPON HIRE:

Review the following:  
NCC Job Description, Timeline, and AOSA Motions in Effect related to Conference.  
LCC and LC3 Job Descriptions and Timelines  
Reports from two previous conferences and the current conference budget.  
Create Skype® address and a separate e-mail account for conference

FALL  
TWO YEARS PRIOR

Attend the conference meeting.  
  
Make initial contacts with featured presenters and performers after conferring with the NCD.  
  
Begin to identify LCC candidates with hosting chapter(s).

NOVEMBER  
TWO YEARS PRIOR

Assist current NCCs at conference.  
  
Lead a brainstorming session with hosting chapter(s) about conference focus.

WINTER  
TWO YEARS PRIOR

Compile a list of possible Invited Presenters/Performers, and make preliminary contacts to inquire about fees, performance riders, and special requirements. You do NOT execute any agreements or contracts.  
  
Attend host chapter workshop to continue leadership identification.  
  
With EXD, prepare initial report and preliminary budget for Featured Presenters/Performers.

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SPRING  
TWO YEARS PRIOR Attend the March Conference Committee meeting  
and present a brief progress report.

Request appointment of LCC(s)

Review LCC and LC3 JD for updates based on the completed conference reports. The NCD, EXD, and Conference Committee must approve any changes.

Team Meeting 1: Visit host city and host chapter(s) to brainstorm conference preparations. Send a copy of current LC3 job descriptions in advance for review by members. Work with LCC(s) to identify potential committee chairs.

Prepare for First Timers meeting for current conference.

Work with NCD to identify storage, drum, recorder, piano, movement, and meeting rooms.

Continue to work on a list of Featured Presenters/Performers and international guests. Communicate any possible sponsorship opportunities to the EXD.

Update call for Session Proposals, Children's Performance Groups and Research application forms. Send to NCD for approval.

Oversee the arrangements for the pre and post conference workshops for host chapters.

SUMMER  
TWO YEARS PRIOR Collect the final list of committee chairs and contact information from  
LCC(s).

Update letters of support to administrators for local chapter workers to attend this year's conference.

Oversee presenter proposal return by August 1.

Update evaluation materials for presenter proposals. Confer with the NCD to select two Regional Representatives to join the Conference Committee in evaluating proposals. Distribute materials by August 15. Proposal reviews need to be completed and returned prior to the September NBT meeting.

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FALL

Prepare report for conference committee.

14 MONTHS PRIOR

Review program proposals with Conference Committee as needed for balance.

Receive contact sheet for current and future LC3s from LCCs.

Confirm loan/storage plans for AOSA-owned instruments with NCD, LCCs, and IN Chair. IN Chair must have AOSA Instrument Guidelines and AOSA Inventory/Evaluation forms.

Confirm preliminary room usage assignments for all facilities with NCD.

NOVEMBER,

Arrive at conference site on Monday and assist current NCC.

12 MONTHS PRIOR

Greet exhibitors and invite them to the next conference.

Assist your conference team in the unpacking and packing of the AOSA instruments.

Attend the Exhibitor Meeting.

Communicate with NBT Committee Chairs regarding standing committee presenters, panel members, or other meeting requirements.

Introduce a short invitational video at the Welcome Ceremony.

Attend the event for current and next year's LCCs and LC3s.

Attend standing committee meetings as needed.

WINTER PRIOR

Begin creating a list of accepted presenters and preliminary schedule grid

Oversee committee work with LCCs and review monthly LCC/LC3 reports.

Send information to NCD and HQ for Presenter acceptance/rejection letters by the end of January. Edit bios, titles, and descriptions for contract dispersal. HQ sends contracts by mid-February. Monitor contract and materials return with HQ.

Submit a brief article to *Reverberations* Editor deadline Jan. 15.

Submit ALL CALL information to Regional Representatives.

Edit bios and session descriptions as necessary.

Confirm selection of performing groups and Banquet band.

Submit conference website information to Communications Director and Webmaster. Must be approved by EXD.

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### SPRING PRIOR

Collaborate with NCD regarding the Site Visit.

Collect local children's artwork for the conference notebook dividers.

Determine sessions to be videotaped.

Send conference article including the focus, featured presenters, special guests, and photographs to the *Reverberations* Editor and Webmaster by April 15.

Communicate with presenters regarding session notes and registration procedures.

Confer with HQ regarding publishing Guidebook information.

### JUNE PRIOR

Confirm that LCCs have reviewed housing arrangements with LC3s, worker registration procedures, and worker compensation with all chapter workers.

Continue to update Guidebook.

### JULY PRIOR

Submit an article to the *Reverberations* Editor and Webmaster by July 15. Include additional presenters, children's performing groups, research, Meeting of the Minds, President's Panel, and photographs. Include evening events, banquet and any special events.

### AUGUST PRIOR

Confirm guest dignitaries, seating diagram, agenda, and program for the Welcome Ceremony with President, LCCs, and EXD.

Review performance needs with appropriate LC3s.

Review travel and hotel arrangements for invited guests with ED.

Confirm the meeting with the current and next year's LC3s. Host LC3s invite their counterparts for the next conference.

Purchase thank you gifts for this year's LCCs & LC3s.

Notify appropriate individuals and LC3s of any schedule changes.

Proofread presenter notes and identify copyright issues prior to sending to Webmaster.

### SEPTEMBER PRIOR

Prepare a progress report for the NBT meeting.

Communicate with presenters regarding session notes and confirm registration.

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Submit requested *Conference Notebook* items to EXD. Prepare acknowledgement and program section for notebook. NCCs proof sections A, B, C, D of the conference notebook by September 15.

Notify appropriate individuals and LC3s of any schedule changes.

Check status of committee volunteer lists and schedules with LCCs.

OCTOBER PRIOR

Finalize Welcome Ceremony details.

Communicate with presenters regarding session registration counts.

Forward any on-line notes to Webmaster for posting.

Confirm presenter/performer honoraria with the EXD/NCD by October 15.  
NOTE: International presenters have Federal Tax withholding requirements.

Notify appropriate individuals and LC3s of any schedule changes.

Submit volunteer list to HQ to confirm registration.

DURING THE  
CONFERENCE

Plan to arrive Tuesday before the conference and stay until Sunday morning.

Attend the Welcome Session and all general functions.

Be available to support the LCCs, LC3s.

Be prepared to introduce Featured Presenters and Performers as needed.

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POST CONFERENCE Remind LCCs that volunteer logs are due by December 1.

Review pictures from photographers and submit to Communications Coordinator to meet deadlines.

Remind LCC(s) and LC3s that bills submitted more than 30 days after conference will not be reimbursed.

Oversee the Local Treasurer's report and return of seed money to HQ. Local checkbook should close 60 days after conference.

Assist the LCC(s) with the preparation of the hosting chapter report and worker reimbursement report. Post all Final Reports to Dropbox by February.



### **How to Develop the Conference Schedule**

Use Excel schedule template to begin plotting session rooms. Begin with room types such as piano, drum, movement, or recorder. Next, schedule General Sessions, Evening Events, IS, and TE sessions. Complete the schedule with accepted or invited proposals. There are 4 blocks per day for sessions. Over three days, this is 144 slots depending on the facility. Identify the type of session being presented and mark any special IN/EQ requirements or space requirements i.e. piano, LCD projector, demo group, movement, choral reading, or recorder.

Assess which sessions will be the most popular, and spread them out over the three days. When scheduling featured presenters with multiple or repeated sessions, make sure that attendees are able to register for one of each session. Continue with space requirement followed by IN/EQ needs. Remember that once Guidebook is posted, only room changes can be made, and must be communicated to the local team and NCD.

As you continue to schedule, balance different types of sessions by content area, and remember to include standing committee meetings.

### **How to develop the Conference Notebook**

Review the conference notebook 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/poster session/concessions, schedule of meetings, general sessions, maps of hotels, and conference vicinity
- B. *Programs*: performance programs, sponsorships
- C. *Acknowledgements*: NCC/LCC bios, local workers, presenter contacts, session hosts, local acknowledgements, awards, financials
- D. *Exhibitors*: contact information

Review past conference notebooks and those of other organizations for additional ideas.