

District 86 Toastmasters Spring 2022 Conference Committee

Roles and Responsibilities

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All Conference committee members must register for the full conference.

Authors' Corner Chair

Responsibilities:

- Promotes the Toastmasters Authors' Corner.
 - Creates-submits a blog on D86 website.
 - Communicates with Division Directors to ensure all Toastmasters' awareness.
- Works with Conference Chair & PQD to itemize Author's Corner information and digital presentation.
- Outlines the guidelines for being one of our guest authors.
- Handles all questions from Authors.
- Take care of all needs for authors during conference

AV Chair

Responsibilities:

- Coordinate technical resources (laptops, projectors, projection screens, etc.) and district equipment from all Committee members.
- Assist workshop/keynote presenters with technical issues (workshop presenters to provide their own projector/screen/their needs) and the assistance is to be pre-arranged.
- Coordinate in advance with keynote speakers and Committee Chairs.
- Ensures setup according to plan.
 - Liaise with hotel staff in advance regarding technical requirements/issues as necessary.
- Ensures equipment locked up where necessary.
- Makes sure all equipment returned as planned.
- Arranges use of & take care of District equipment.

Executive Assistant

Responsibilities:

- Prior to conference planning meeting.
 - Draft agenda from input of Conference Chair and get the draft approved.

- confirm agenda timings with Conference Chair.
If future dates of meetings are known, insert those dates at bottom of agenda and update.
- distribute final version of meeting agenda to all conference chairs.
- 2 weeks prior to the meeting, distribute the agenda + a copy of last meeting minutes to Conference Chair, District Trio and all Committee Chairs **Note:** District Trio, Conference Chair and Committee Chairs are on a distribution listing on Google Drive.
- 1 week prior to the meeting, issue a reminder email to all Conference committee chair, requesting:
- Everyone to RSVP attendance on Google Drive + if joining the meeting virtually.
Those members unable to attend, virtually or in person, should submit their committee report so that ---committee business is recorded into the minutes.
- 2 days prior to meeting, send individual emails to those committee members who have not RSVP and/or have not sent the EA a copy of their committee report

At conference planning meeting --

- Takes attendance AND takes minutes at committee meetings.
- Keeps Conference Chair on track.
- Records all reports, comments and any actions required and by whom.
- Facilitate Conference Committee communication through distribution list.

After the meeting --

- Transcribe the minutes in a timely manner, remembering to include the emailed reports.
- Send draft of minutes to Conference Chair for any errors, omissions or clarifications.
- Once minutes approved, distribute meeting minutes, via e-mail, to committee chairs.
- Create an "Action Items" checklist/summary for the benefit of the Conference Chair & EA .
- Copy the approved minutes and delete all comments in each Committee Report, except for those items marked "ACTION".
- Also contain any Carried Forward (C/F) items from previous meetings.
- Send a copy of the Action Items to the Conference Chair -- to be referred to at the next meeting.

Entertainment – Networking Chair

Responsibility:

- Develops program according to the theme of the conference.

Facilities Coordinator

Responsibilities:

- Primary contact person with venue.
- One of three individuals to have decision making authority with venue – PQD, Conference Chair and Facilities Coordinator.
- Confirms room and refreshments for Committee Meetings prior to Conference.
- Works with all Committee Chairs to identify necessary equipment and set-up times.
- Reminds PQD of impending dates as set out in the event contract.
- Arranges all equipment required from the hotel (lecterns/easels, risers, coat racks, etc.) – as approved.
- Arranges for a safety deposit box/safe for use by Registration Chair and Finance Manager.
- Advises hotel of the number of seats required.
- Creates furniture/space plan for each function's set-up including head table and speaker platforms (be aware if head table needs to be released reserve spots for them).
- Ensures Timing Chair has delivered the Minute by Minute in a suitable form for the hotel to use for their planning.
- Responsible for direction signage needed in the hotel.
- Coordinates with the Sound Chair, AV Chair, and the Photographer/Videographer Chair to ensure their needs are met.
- Checks the set-up and equipment prior to each event
- Ensures full water glasses distributed at meal.
- Controls room temperatures with venue staff.
- Coordinates service requirements for all food and beverage events.
- Arranges with venue staff and Logistics Manager for hanging of banners for each required function.
- Arranges for assistants to help with room setup.
- Ensures venue staff understand timing of contests and requirement for no interruptions.

- Is a visible presence at Conference to assist with last minute changes
- Ensures hotel staff understands importance of following the information provided by the Special Diet Chair.
- Arranges for venue staff to be acknowledged after brunch.
- Follows up after event with venue staff to obtain feedback on best practices.
- Avoids as many last-minute changes as possible as there are charges associated with these.
- Ensures all charges are consistent with the budget and notes that any changes are preapproved by the PQD and DD.

Hospitality Chair

Responsibilities:

- Coordinates Welcoming Committee at hotel lobby and registration desk area.
- Creates visual identification for assistants and Conference Chairs (minimum of badges and ribbons).
- Liaises with Conference Chair and Facilities Coordinator for Welcome signs.
- Develops list of answers to common questions (washrooms, conference itinerary, emergency info, bank machine, etc.) .
- Liaises with Facilities chair to ensure sufficient signage to aid with directions and room identification.
- Purchases welcome baskets for International Director and main Keynote Speaker and deliver to hotel rooms – as discussed with PQD.
- Welcomes Committee.

Parade Master

Responsibility:

- Works with Conference Chair to prepare a virtual banner parade.

Photographer

Responsibilities:

- Meetings with Conference Chair(s) and/or PQD to learn conference theme and information necessary to be in any video/pictures.
- Ensures all material corresponds to TI's branding policies.
- Works with Timing Chair regarding events schedule and recruits sufficient photographers to cover the conference (in concert with Volunteer Chair).
- Creates PowerPoint presentation to show photos throughout the day.
- Works with Web Manager to upload Conference photos online.
- Works with Audio and Video, Sound Chairs and Facilities Coordinator.
- Takes photos during entire conference or (one day in person).
- Works with Conference Chair & PQD to identify special request photos.
- Includes photo use permission statement in the program.

Registration Chair

Responsibilities:

- Works with committee to organize registration & internet during the conference.
- Consults with past Registration Chair for guidance .
- Reviews Early Bird registration form and the next Registration Form needed after Early Bird time period is over.
- Works with website team for technical issues which may include the design, administration, editing of registration system and communication system.
- Document registration procedure changes to help train future Registration Chairs
- Adds input to make registration process smooth.
- Works with Finance Manager for any online registration with/without payment.

- Informs other committee chairs of the names of people who have indicated they want to volunteer if volunteer listing reports are available.
- Creates a registry indicating for each registrant:
 - Records amounts paid.
 - Submits regular summary reports to PQD, DD, Conference Chair(s), Facilities Coordinator.
- May help with the creation of promotion emails with Web Manager, PQD and Conference Chair.
- Provide input to bring members to the website and build momentum to sell out and may help with other promotional campaigns.
- Assigns complimentary registration for DD, PQD, CGD, ID (& spouse?), Sunday Keynote, and Guests as deemed appropriate by PQD.
- Ensures confirmation and feed back to all registrants.
- Prints name badges in person conference attendance, VIP Early Bird, and meal tickets, and any special Guest considerations needed.
- Prepares registration materials: Name badge, Program, invite to First Timer & DTM Meet and Greet.
- Arranges registration committee and rotating schedule for the registration periods.
- Orders identification ribbons for assistants through District Administration Manager.
- Develops procedures outline for volunteers.
- Creates a document for Registration table showing all the color coding for the name badges & event tickets.
- Recognizes First Timers and DTMs when they register on site.
- Prepares post conference report detailing:
 - Early-birds; month-by-month registration.
 - Final attendance totals by option 1, option 2, contests only and full conference.
- Works with Dietary chair by providing dietary reports as needed to identify special dietary needs and types.
- Communicate with Facilities Chair with registration numbers for proper planning as well as ensuring facilities on hand are ready to support 2x4 or 1 8 foot table to handle registration chair

comprised of 1-4 volunteers, 1 or 2 laptops, cash float, printer, space for badges, ribbons and pamphlets.

- Sends communication to all registrants approximately one month before the conference for feedback, allowing registrants to update contact, food and/or club information before the conference.

Sound Chair

Responsibilities:

- Works closely with AV Chair.
- Sources, obtain quotes, reviews with Conference Chair and then chooses company to provide all required equipment.
- Confirms necessary requirements from all Committee Chairs.
- Communicates room set up requirements to Facilities chair.
- Ensures setup according to plan.
 - Liaise with hotel staff in advance regarding technical requirements/issues
 - Assists in use of microphones throughout Conference.
 - Includes 6:00 a.m. contestant briefings, and all other sound checks for keynote speakers, business meeting, etc...ensuring personal application of microphones to speakers is smooth.
- Ensures equipment is locked up where necessary.
- Ensures additional batteries onsite.
- Makes sure all equipment returned as planned.
- Reports post conference on equipment use.
- Arranges use of & take care of District equipment.

Dietary Chair

Responsibilities:

- Learns from the PQD and conference chair(s), the options available from the hotel for various dietary needs such as: vegetarian, lactose, gluten free, diabetic, food sensitivities/allergies.
- Any other special diet considerations indicating during registration.
- Review contracted menu provided by hotel to Facilities Chair & Trio.
- Make suggestions for alternate menu options for special diet requests.
- Refer to registration spreadsheet for special diet requests provided by Registration Chair.
- Works with Registration Chair to have slips of paper to indicate meal choices (or whatever means appropriate).
- Meets with hotel staff (chef, banquet manager, etc) to review process for identifying those with special needs.
- Provide specifics and number of registrants with special requests to chef.
- Recruit volunteers as needed for identified challenges.
- Instructs members with dietary needs they must place their slips of paper found in their Name badge, on the table for their server at the time of the meal when they sit down.
- Throughout the event ask a select few people with special diet considerations if everything went smoothly, liaise with hotel accordingly and after each subsequent meal if necessary.
- Meet with Facilities Chair & Banquet Manager during the event to discuss challenges and praise.
- Identify areas of improvement and positives at debrief meeting.

Videographer

Responsibilities:

- Meets with Conference Chairs and/or PQD to learn the conference theme and information necessary to be in any video.
- Ensures all material corresponds to TI's branding policies.
- Creates promotional videos to promote the conference, one for use at the previous conference and if necessary a different video to use during contest season, sending all videos to PQD and conference chair(s) for approval (CGD to be PQD if appropriate).
- Determine schedule for different videos (possibly including interviews from current conference committee/attendees).
- Ensures distribution of the promotional videos on social media and to anyone assisting with promotion of the conference.
- Makes videos available for downloading to use in promotions.
- Works with the webmaster to upload conference photos and videos online.
- Creates videos for the future conference.
- Prepares one month prior to the current conference (for future conference) working with incoming conference chair(s).

Volunteer Chair

Responsibilities:

- Contacts past Volunteer Chair for guidance.
- Liaises with PQD, Conference Chair for volunteers who sign up on Early Bird registration form.
- Works with Registration Chair to communicate with all volunteers who sign up.
- Asks all Committee Chairs for their volunteer needs.
- Connects volunteers with the appropriate Committee Chairs.
- Passes along contact information of volunteers to Committee Chair.