



Committee Description: **CONFERENCE**

Chair Responsibilities:

PREPARE FOR COMMITTEE MEETINGS/UPDATE ACSN BOARD

- MONTHLY:
 - Lead Committee meetings and set agendas
 - Serve on ACSN Board and provide regular updates on Conference Committee progress
 - Check-in with subcommittee leads to ensure timely execution of tasks
- SUMMER/CONFERENCE:
 - Provide written year-end summary report for Annual Report
 - Attend annual in-person Board meeting at annual Conference

LEAD PLANNING AND EXECUTION OF ANNUAL CONFERENCE

- MONTHLY:
 - Work with CAM to update Conference website
 - Serve as Point of Contact for Conference location site
 - Update the schedule
 - Monitor the budget
 - [For more information on Conference Planning Details go here](#)
 - [For more information on Conference planning tasks go here](#)
- FALL:
 - Work with VP of Finance to finalize Conference budget and costs
 - Work with CAM to finalize Conference location and contract
 - Schedule and lead ongoing Conference Committee meetings
 - Develop conference logo with Marketing Committee
 - Create draft Conference schedule and work with Committee to finalize
 - Work with Co-Chair (if applicable) for them of conference
 - Set schedules for Breakout deadlines
 - Work with Keynote Committee Chair to finalize speaker
 - Develop Pre-Conference ideas
 - Work with Sponsorship Chair and subcommittee to review and finalize sponsor packages
 - Finalize excursion and networking options for conference
- SPRING:
 - Work with CAM to develop and launch conference registration
 - Promote Conference and breakout proposals
 - Finalize catering needs for all sites related to Conference

- Finalize Conference schedule
- Lead brainstorming on Conference enhancements (swag swap, etc.)
- SUMMER/CONFERENCE:
 - Final site walk through at all Conference and event locations
 - Final review of AV, set up, and catering orders
 - Work with subcommittees to finalize needs and prepare
 - Create any needed documents, scripts, and slides
 - Develop list of volunteer needs and solicit volunteers
 - Work with incoming Conference Chair on Conference location announcement
 - Act as MC and POC for Conference

Committee Member Responsibilities:

LEAD PLANNING AND EXECUTION OF ANNUAL CONFERENCE

- FALL:
 - Attend monthly Conference Committee meetings
 - Join a Conference Subcommittee and complete all associated tasks:
 - Breakout Sessions
 - Key Speakers, Sponsorships
 - Marketing & Communications
 - Networking & Excursions
 - [For more detailed information on Conference Subcommittees go here](#)
- SPRING:
 - Attend monthly Conference Committee meetings
 - Promote Conference registration to colleagues and professional network
 - Encourage breakout sessions submissions to colleagues and professional network
 - Register for the Conference if able
- SUMMER/CONFERENCE:
 - Sign up for Conference volunteer roles

Position Terms

1 year – Chair/Co-Chair

1 year – Committee Member

If you enjoy using the following skills, this committee role may be for you:

- Strong management, oversight experience and business acumen
- (Expertise) in influencing, event and program management
- Ability to think strategically and translate vision into concrete implementation plan
- Collaboration mindset
- Strong communication skills (verbal and written)
- Proven track record of envisioning and operationalizing successful outcomes/projects

ACSN Mission

The Alumni Career Services Network (ACSN) supports and enhances the development of alumni career services practitioners by providing meaningful opportunities for professional growth and networking while demonstrating the value of alumni career services to key stakeholders.

ACSN Vision

ACSN will become the premiere global thought leader in our field by promoting best practices and the value proposition of alumni career services. ACSN will cultivate strong relationships with corporate partners, colleges and universities and other key influencers to advance our profession and the delivery of services to alumni.