



LOCAL ARRANGEMENTS CHAIR

LETTER OF SUPPORT

2018 ANNUAL CONFERENCE

Conference Delivery Model:

The Annual Conference is a major annual initiative which serves as a primary opportunity to advance the core purposes of NWACUHO. The Board as an entity is accountable for all legal, financial, and programmatic aspects of the Annual Conference, and, individual board members are designated with responsibility for particular areas of operation.

A Local Arrangements Chair leads their appointed local arrangements team to provide critical local site coordination assistance in the delivery of the conference. As the “eyes and ears” near the conference location, the local arrangements team adds local flavor and flair to the event, provides a volunteer workforce, and plays an active role in developing the conference program.

The Board is ultimately responsible for the conference; however, the relationship between the Local Arrangements Chair and the Board may vary from year to year depending on resources, level of interest, and site logistics.

This agreement outlines responsibilities of the Local Arrangements Chair in relation to the annual conference. By entering into the agreement, the Local Arrangements Chair commits to dedicating themselves to achieving a successful conference.

Committee Responsibilities:

- Serve as the liaison between the Board and the conference site.
- Provide recommendations to the Board regarding conference giveaways, entertainment, and keynote speakers.
- Facilitate pre-conference activities.
- Coordinate volunteer solicitation and management.
- Manage the conference attendee onsite check in process.
- Procure conference supplies and staff the conference office.
- Print conference materials.
- Clear all financial commitments through the Treasurer.
- Submit all contracts and agreements to the Treasurer and President.
- Retain receipts for all approved conference-related purchases.
- Provide staff representation as outlined in the “Meetings and Communications” section.
- Other responsibilities as agreed upon with the Board.

Finances:

Within the delegated areas of responsibility, the Sponsoring Institution will be given a budget and it is within the discretion of the Sponsoring Institution to spend within that amount. Should an anticipated expense surpass the budgeted amount, the Sponsoring Institution shall seek approval from the Treasurer prior to making the purchase. All contractual commitments, including with the hotel or site, must be approved by the Treasurer and/or President.

The preferred method of purchasing goods and services for the conference is via invoice and check payment by the Treasurer, or, use of an Association debit card held by the Treasurer or President. A secondary option is making purchases with institution or personal funds and seeking reimbursement. In all cases, adequate backup documentation in the form of itemized receipts or invoices shall be provided to the Treasurer.

Timeline:

| Date: | Action: |
|--------------------------|--|
| March 31, 2017 | Priority Deadline to Submit Interest to NWACUHO President |
| April 21, 2017 | Board meets to appoint the Local Arrangements Chair |
| May 16, 2017 | Chair joins board meeting via conference call for planning meeting |
| June – September 2017 | Participate in monthly Board conference calls as needed |
| October 10, 2017 | Attend fall Board meeting and site visit in Victoria, BC |
| November – December 2017 | Participate in monthly Board conference calls as needed |
| January – February 2018 | Participate in weekly Board conference calls as needed |
| February 12-14, 2018 | Attend Annual Conference |
| April 2018 | Transition materials provided to future Local Arrangements Team |

In addition to formal meetings, members of the Sponsoring Institution should communicate with specific Board members as needed.

Commitment:

By signing below, and if offered, the candidate will accept the responsibilities outlined herein and agrees to fulfill the duties in support of the Board of Director's delivery of the Annual Conference. Additionally, this candidate's supervisor is confirming that the candidate has institutional support to participate as NWACUHO's Local Arrangements Chair for the 2018 Annual Conference.

Candidate's Printed Name: _____ Supervisor's Printed Name: _____

Candidate's Working Title: _____ Supervisor's Working Title: _____

Candidate's Institution: _____ Supervisor's Institution: _____

Candidate's Signature: _____ Supervisor's Signature: _____