



MACRAO Conference Committee Chair Application Materials

Thank you for your interest in serving as a Conference Committee Chair. Carefully review the information below. If you believe you have what it takes to plan a successful annual conference, MACRAO's Board of Directors (BOD) would love to hear from you! Kindly complete the attached application form and email it to the President, Libby Bonnell (bonnell@gvsu.edu) **on or before Tuesday, March 1, 2016**. Qualified members who submit an application will be interviewed by members of the BOD. The top candidates will be brought to the board for final approval and subsequent appointment by the President.

General Description

The Conference Committee Chair shall serve as the coordinator for the annual conference and shall be the liaison between the Conference Committee and the Board of Directors. This is a one-year, non-voting membership position.

Estimated Time Commitment

Varies, but averages 5-10 hours per week with increasing time closest to the conference

Duties:

1. Serves on the MACRAO Board of Directors (BOD) and regularly attends BOD Meetings – All year for the two years leading up to the chair's conference
2. Selects members for the Conference Committee for approval by the BOD – (10-12 total) – November/December
3. Works with the President-Elect in determining site for future conferences to be formally presented on and voted by the BOD
4. Works with the President-Elect on a budget for the annual conference including registration fees, vendor fees, etc., for approval by the BOD
5. Coordinates all activities associated with planning the annual conference and keeps the BOD updated monthly
6. Acts as the liaison with the hotel/conference center location for the annual conference – All Year
7. Gives frequent updates to the membership on the upcoming annual conference – All Year
8. Invites past honorary members to the annual conference in conjunction with the Historian – August/September
9. Invites Past Presidents to the annual conference in conjunction with the Historian – August/September
10. Gets tax exempt forms to the conference site (if applicable) – Michigan Sales & Use Tax Certificate in conjunction with the Treasurer – September/October
11. Secures location for the first timers reception at the annual conference (with the President as lead) – November

Meetings* which the 2017 Conference Committee Chair would need to be in attendance for the 2015-2016 year:

April 15, 2016	BOD & Chairs/Co-Chairs	Lansing Community College, Lansing, MI
May 20, 2016	Board of Directors	Lansing Community College, Lansing, MI
June 17, 2016	BOD & Chairs/Co-Chairs	Lansing Community College, Lansing, MI
July 21-22, 2016	BOD/Conference Walk-Thru	Bavarian Inn, Frankenmuth, MI
September 16, 2016	BOD & Chairs/Co-Chairs	Lansing Community College, Lansing, MI
October 14, 2016	Board of Directors	Lansing Community College, Lansing, MI

**Meetings are 10 am to 2 pm, except the July 21-22 walk-thru.*