

Conference Committee Chairperson

Duties & Responsibilities

The position of Conference Chair is appointed by the President of the ABJA (usually contacted by the President-Elect prior to the annual educational conference.) The following is a non-detailed list of tasks to be performed by Chair.

- Conduct Site Inspection per suggestion of location by President-Elect..
- Finalizing Contract with Hotel.
- Prepare flyers for advertising CBA and ABJA Educational Conference.
- Prepare Program Agenda.
- Write Newsletter Articles.
- Submit Chair Report for inclusion in the business meeting binders.
- Coordinate Speaker Requirements.
- Research gifts for Officers and attendees.
- Work closely with hotel sales representative for all aspects of conference.
- Contact Audio Visual company.
- Research transportation (if necessary) for any outside functions.
- Research entertainment (if necessary) for function.
- Report final head count to hotel for various daily food functions and room set up.
- Assemble all hand outs/giveaways prior to conference.
- Oversee every day activities of conference with hotel staff.
- Assign tasks to committee members before/during conference.
- Check, sign and approve all food & beverage orders.
- Review of all charges to Master Account with hotel.
- Breakdown charges for Treasurer on all invoices for conference.