

WASHINGTON SCHOOL NUTRITION ASSOCIATION
Job Description
Annual Conference Program Chair (President-elect)

The Program Chair oversees the overall program and develops the educational program for the conference.

1. Prepare a program draft with time schedule considering the following:
 - a. General Sessions
 - b. Meal Functions
 - c. Workshop/Professional Development Sessions
 - d. House of Delegates
 - e. Area Luncheon
 - f. Exhibits Schedule
 - g. Social & Entertainment Functions
 - h. President's Banquet
 - i. Installation of Officers
 - j. Prepare speaker packets and deliver to registration table
2. Consider physical facilities and space limitations when planning program activities.
3. Be familiar with conference site contract.
4. Consider the wide variety of members and develop a program that will be interesting, educational and informative and have something for all levels of membership.
5. Make arrangements for workshop presenters. (Work with president to see if keynote speakers are available as workshop presenters.) When contacting speakers for the program:
 - a. Acquaint speakers with the Association and its purpose.
 - b. Familiarize them with the audience to be addressed in the presentation and the number of people to be addressed.
 - c. Inform them of day, date and time of presentation.
 - d. Advise them of the topic you would like covered and/or consider suggestions they may have for program content.
 - e. Ask the expenses involved. ***(This should be rare with workshop presenters).***
 - (1) If a workshop presenter is flying, be sure to inquire regarding type of travel (coach, first class, etc.), as there may be hidden costs involved here. (See Executive Director Duties, p.2) Airfare may or may not be paid by WSNA. It is important to work with the President and the Executive Director to make sure that the speaker budget is not exceeded.
 - (2) Determine the number of nights of lodging necessary for a speaker. Lodging may or may not be provided by WSNA. It is important to work with the President and the Executive Director to make sure that the speaker budget is not exceeded.
 - f. Validate speakers' credentials in the subject area to be addressed.
 - g. Obtain speakers' correct title, address, email address, and telephone number.
6. Communicate all necessary details to the WSNA Executive Director (See Executive Director duties, p. 2.)
7. Coordinate speaker plans with other committees where necessary:
 - a. Hospitality committee should be advised of all program presenters and VIP's scheduled to attend so they are able to greet them on arrival and serve as host. VIP's would include all SNA Officers, General Session keynote speakers, government officials, and elected political representatives or others the committee may deem appropriate.
 - b. Executive Director must know the need for any overnight accommodations, the need for any meals, and the status (complimentary or paid by guest) of same. An effective way to account for much of this information is to complete a registration form for each guest with appropriate instructions for registration committee.
8. Secure presiding officers well in advance of the conference for each workshop. Usually members of the Executive Board, past presidents, incoming officers and area representatives are asked to preside.
 - a. Once assigned send a follow-up letter or email informing the presider of the day, date, time and name of the workshop over which he/she is presiding along with instructions on when and where to meet prior to the workshop.

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- b. Present each presider, at a pre-arranged time and location at the conference, with the biographical information of the speaker, a gift (if required) for the speaker, and the room set-up requirements.
- c. Allow adequate time for the presiders to check the room as well as greet speakers and instruct presiders on what to do if there is a problem with the room set-up.
9. Assign a presider for each general session after the President's Banquet.
10. Provide a speaker packet and a presider packet for each at the registration table.
11. Assign people for miscellaneous presentations, such as flag salutes, thoughts of the day, etc., that occur after the President's Banquet. Remember to arrange for a flag where necessary.
12. Select Installing Officer and send invitation. When there is an official SNA visit, the President-elect may wish to consider having that official serve as the installing officer.
13. Working with the Executive Director, designate rooms needed for sessions, keeping in mind the anticipated number of attendees and audio-visual needs.
 - a. If the area used for general sessions will be used for breakout sessions, consideration must be given to the time needed to change the arrangement, walls, set up for meals, etc.
 - b. When assigning rooms, keep in mind the audio-visual needs so that the same equipment may be left set up in a particular room if possible.
 - c. Communicate the room assignment information to the Conference Chair, Special Services Chair (Audio-visual) and the Executive Director (program book)
14. Designate the room for House of Delegates and arrange with the facility for the proper set-up of the room. Convey audio-visual needs for HOD to Special Services.
15. The Program Chair should contact the WSNA Leadership Chair to coordinate all plans for the Area Luncheon.
16. Provide a list of flowers needed (corsages, boutonnieres) for the president-elect's guests to the Decorations chair.
17. Contact the WSNA Certification Chair by May 15 to have the program approved for certification credits.
 - a. ADA Credit should be sought where possible.
 - b. Provide the Executive Director with the list of approved credits for inclusion in the program book.
17. Provide all necessary program information to be included in the program book to the Executive Director by June 1. Proofread the program book.
18. Submit written reports to the Conference Chair as requested.
19. Working with the President, develop an evaluation form that allows attendees to rate the various workshops and conference functions and allows for suggestions and comments for future conference planning.
20. Preside at the House of Delegates. Plans the agenda. Agenda and all pertinent HOD documents are sent out through the secretary at the direction of the president to all members of the House of Delegates.
22. Remember to send thank you notes to appropriate people at the close of the conference (speakers, presiding officers, special guests, etc.).
23. Arrange for gifts for presenters not charging an honorarium.
24. Present appropriate certificates of appreciation to all program presenters..

Executive Director Duties in relation to Program Chair:

1. Follow up with speakers by sending a confirmation letter detailing the arrangements and asking for additional information needed to finalize the program, program book and travel/accommodation plans when applicable.
2. Whenever possible, air travel for speakers should be arranged by the Executive Director to help ensure the most economically reasonable arrangement. The Executive Director will work closely with each speaker to ensure that the selected flights have been approved by the speaker.
3. When applicable, arrange hotel reservations for speakers, special guests, and complimentary rooms.
4. Assist in developing room layout grid of speakers and audio-visual equipment.
5. Assist the Program Chair with any questions regarding conference site contracts.
6. Perform layout of the program book.
7. Provide support and assist president-elect as requested.