



Committee Description: **CONFERENCE**

Committee Responsibilities:

- **FALL SEMESTER:**
 - Attend monthly Conference Committee Meetings
 - Join a Conference Subcommittee:
 - Breakout Sessions
 - Key Speakers, Sponsorships
 - Marketing & Communications
 - Networking & Excursions
 - [For more detailed information on Conference Subcommittees go here](#)
 - Complete tasks associated with your subcommittee
 - Participate in brainstorming during monthly committee meetings
- **SPRING SEMESTER:**
 - 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 (may include, stuffing volunteer bags, check in table, dinner group leader, etc.)
 - Arrive at conference early for Conference Committee touch base (if able)
 - Complete volunteer roles
 - Help with pack up of materials

Chair Responsibilities:

- **ONGOING:**
 - Create agendas and run monthly meetings
 - Check in with subcommittee leads
 - Work with CAM to update conference website
 - Serve as Point of Contact for conference location site
 - Attend monthly ACSN Board Meetings
 - 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 SEMESTER:**
 - Work with VP of Finance to finalize Conference Budget and Costs
 - Work with CAM to finalize Conference Location and contract
 - Initial outreach to Conference Committee members
 - Schedule ongoing Conference Committee meetings and set up Zoom link
 - Develop a conference logo
 - Create draft conference schedule and work with committee to finalize
 - Work with Scholarship Chair and subcommittee to review and finalize Sponsor Packages
 - Finalize excursion and networking options for conference
- **SPRING SEMESTER:**
 - Work with CAM to develop and launch conference registration
 - Work on promotion of conference and breakout proposals
 - Finalize catering needs for all sites related to conference
 - Work with Breakout Sessions subcommittee to finalize conference schedule
 - Lead brainstorming on conference enhancements (swag swap, etc.)
- **SUMMER:**
 - 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 for conference
 - Prepare scripts and slides for conference
 - Develop list of volunteer needs for the conference
 - Work with incoming Conference Chair on conference location announcement
- **CONFERENCE:**
 - Arrive early with all materials and/or arrange for shipping of necessary materials
 - Confirm all set ups
 - Act as MC for Conference
 - POC for various areas of the conference
 - Recruit conference committee members for next year

Committee Member & Chair Position Term: 1 year

If you enjoy using the following skills, this Chair 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.