**Central Texas African American Family Support Conference**

**CONFERENCE PLANNING PARTICIPATION AGREEMENT**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Introduction**

This Conference Planning Participation Agreement (Agreement) serves as an agreement between Integral Care and the Central Texas African American Family Support Conference (CTAAFSC) Planning Committee volunteers for the purpose of guiding the planning process for the annual CTAAFSC. This Agreement is intended to:

* Ensure that the mission of the CTAAFSC is sustained;
* Clarify responsibilities of the Planning Committee volunteers and Integral Care staff;
* Support the successful development and implementation of the CTAAFSC each year;
* Bridge changes in Planning Committee membership and/or Integral Care staff; and
* Support a positive working relationship between the Planning Committee volunteers and Integral Care staff.

**Background and History**

The CTAAFSC was founded in 2000 to increase awareness of mental health needs in the African American community while providing opportunities to improve health through access to information and resources.

Key conference goal is to empower families and individuals with mental health needs by:

* Creating a safe place for families, consumers and providers to learn from one another.
* Decreasing negative attitudes and stereotypes around mental health in the African American and the broader Central Texas communities.
* Increasing providers’ understanding of the importance of considering cultural presentation of behavioral and physical health factors.
* Providing attendees with an increased awareness of available health services and community resources.
* Recognizing individuals who make significant contributions to the community through leadership, advocacy and education.

Founded by Austin Travis County Mental Health and Mental Retardation (now Integral Care), the success of the CTAAFSC is dependent upon a unique planning partnership between Integral Care and a volunteer Planning Committee representing the interests of families, consumers and the broader African American community. Additional support for the conference comes from grants and sponsorships.

**Agreement**

This Agreement outlines the responsibilities of the Planning Committee Volunteers and Integral Care Staff. Each year prior to planning the next year’s conference, this document will be reviewed and agreed to by Integral Care Staff and the Planning Committee members.

**Planning Committee Responsibilities:**

Planning Committee members are volunteers and represent the interests of consumers, stakeholders, and the community at-large and work together to meet the mission of the conference.

Planning Committee Volunteers serve the mission of CTAAFSC by:

* helping ensure the positive impact and sustainability of the conference;
* working as a member of a team;
* fostering a community of respect;
* attending Committee meetings to share ideas; and
* and encouraging participation of all members

Planning Committee responsibilities are:

1. Provide guidance, input and feedback on the planning of the conference including:
	1. Selection of committee chairs
	2. Conference dates and location (when multiple options are available)
	3. All aspects of the program
		1. Keynote speakers
		2. Workshop Topics and Presenters
		3. Mainstage programming
		4. Poster Session
		5. Schedule of Events
	4. Fundraising strategies and potential donors
	5. Digital and print materials and overall conference look and feel
	6. Scholarship and award recipients
		1. Outreach and recruitment of possible nominees
		2. Identification and Selection
	7. Outreach and marketing to grow the conference
		1. Participate in media interviews and talk shows
		2. Share information within your networks
	8. Registration fee structure and amounts
	9. Recommendations for meal selection
	10. Exhibitor outreach and recruitment
	11. Recommendations for conference layout
2. Complete committee work within the scope, timeline, and budget established at the beginning of the planning year by Integral Care.
3. Serving as ambassadors and volunteers throughout the conference to welcome participants, support and introduce speakers and provide onsite event and attendee support as needed.
4. Review survey data and contribute ideas to the annual conference review for continued success of the conference.

**Integral Care Responsibilities:**

Integral Care staff work in partnership with the Planning Committee to plan and execute a successful conference; seek input and guidance on aspects of the conference; and ensure that all Planning Committee volunteers are kept informed as to status of plans and progress. Integral Care supports the mission of the conference by serving as the owner of the conference and its brand manager, providing significant financial support and staffing and managing conference logistics.

Integral Care staff serve the mission of CTAAFSC by:

* helping ensure the positive impact and sustainability of the conference;
* working as a to the planning committee;
* encouraging a community of respect; and
* attending Committee meetings, providing timeline, and budget updates; and
* encouraging progress at all the meetings.

Integral Care responsibilities are:

1. Identifying and presenting options when possible on the location, date and time of the conference; negotiating and contracting with the identified facility
2. Developing and managing the conference budget, making all payments, and maintaining detailed record of related documents
3. Negotiating and finalizing contracts with speakers and vendors
4. Managing relationships with all vendors including location, sound, A/V, catering, and any others
5. Ensuring prompt payment on contracts
6. Coordinating and managing exhibitors at the conference
7. Establishing fundraising goals based on conference budget, identifying possible funders and soliciting donations
8. Ensuring the layout of the facility meets the needs of the conference
9. Coordinating all speakers, presentation needs and equipment
10. Notifying and coordinating with scholarship and award recipients and ordering awards
11. Designing and producing all conference materials including digital and print communications and event signage. Managing the conference website.
12. Supporting outreach and marketing efforts with press releases, media outreach, ad development, scheduling interviews, etc.
13. Preparing breakout session materials for volunteer room monitors and ambassadors
14. Recruiting and managing conference day volunteers
15. Preparing, distributing and collecting all conference surveys
16. Helping prepare written remarks including scripts and talking points
17. Providing logistics support (registration, AV, room monitoring, stage managing, set-up, break-down and troubleshooting) during the conference
18. Providing scheduling support, meeting materials and meeting space for all conference meetings
19. Photographing and/or videoing the conference, deploying photos and videos for the benefit of the conference
20. Compiling and sharing data on the conference

Together, the Planning Committee Volunteers and Integral Care Staff work to create a meaningful and impactful event. By signing below Planning Committee members agree to do their part to make the CTAAFSC a success in keeping with this Agreement.

**Planning Committee Volunteer:**

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Committee preference** | **Please share skills you bring to the Committee:** |
| □ Program Committee |  |
| □ Scholarship & Awards |  |
| □ Sustainability Committee |  |
| □ Outreach & Marketing Committee |  |
| □ Logistics Liaison |  |
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