**CTAAFSC CHAIR AND COMMITTEE RESPONSIBILITIES**

**CHAIR RESPONSIBILITIES**

The overarching role of the Chair is to provide leadership for the committee. Responsibilities include:

* Encourage participation during meetings and helping committee come to decisions that help the group move forward
* Work with Integral Care staff to set regular meeting dates and times (in person and/or conference call)
* Create and distribute agenda in advance of each meeting.
* Make sure minutes, including decisions, are kept of each meeting and that they are distributed to all committee members and to Integral Care staff. Provide committee minutes within week of meeting. Integral Care will post on CTAAFSC website.
* Work with Integral Care staff to maintain up to date contact information for committee members
* Be familiar with the CTAAFSC schedule of deadlines related to your committee and help ensure your committee completes work on time
* Communicate regularly with Integral Care staff about committee needs

**COMMITTEE RESPONSIBILITIES**

**PLANNING COMMITTEE**

The Planning Committee is composed of all conference committee members and meets once a month. The Planning Committee is responsible for overseeing the planning of the conference. The Planning Committee gives guidance and feedback on all aspects of the conference. The Planning Committee members work to promote the conference across the community to encourage participation and success of the conference.

**PROGRAM COMMITTEE**

The Program Committee is responsible for identifying program content and program participants including: Master/Mistress of Ceremonies (MC), poster sessions, plenary and workshop session presenters, dignitaries, and special guests. The Program Committee will:

* Request Call for Papers from the community.
* Review and select presenters.
* Develop conference program agenda.
* Designate an Ambassador for each Workshop.

**SCHOLARSHIPS & AWARDS COMMITTEE CHAIR**

The Scholarships and Awards Committee is responsible for establishing the nomination process and the criteria for each award given by CTAAFSC. The Scholarships & Awards Committee will:

* Request nominations from the community.
* Collect all nominations and present them to the committee for review and finalist selection.
* Prepare biographies of each award and scholarship recipient for the program committee.
* Develop timeline of scholarships and awards presentations.
* Identify who will present the awards and scholarships.

**SUSTAINABILITY COMMITTEE**

The Sustainability committee is responsible for identifying and implementing strategies that will support the long term future of the conference. The Fundraising/Sustainability Committee will:

* Establish a plan for the long term sustainability of the conference and its role as a component in supporting the mental health of Austin and the surrounding communities.
* Identify potential partners that can support the conference
* Identify potential funders and work in partnership with Integral Care to make requests.
* Work with the Outreach & Marketing Committee to promote sustainability activities such as fundraising.

**OUTREACH & MARKETING COMMITTEE**

The Outreach & Marketing Committee acts as the Publicity & Public Relations team who informs the community about CTAAFSC with the goal of increasing knowledge of and participation in CTAAFSC. The Outreach & Marketing Committee will:

* Research events, churches, schools, media outlets and organizations that would benefit from learning about the conference.
* Work with Integral Care staff to develop a marketing plan for the conference.
* Deliver appropriate material for each outlet. Material may be printed, electronic or in person.

**LOGISTICS LIAISON**

The Logistics Liaison works alongside Integral Care staff to learn and provide input on logistical aspects of the CTAAFSC and develop a manual of the conference production.