

## Central Texas African American Family Support Conference Committee Expectations

### THE PLANNING COMMITTEE

The Planning Committee comprises all conference subcommittees and their committee members. Once a month on the 4<sup>th</sup> Wednesday, the planning committee meets to hear from the subcommittees. The subcommittee chairs will report to the Planning Committee about their work and decisions that may or may not require voting on.

- 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 is only for final decisions. The subcommittees will make decisions and the Planning Committee will approve.
- If the planning committee disagrees with a recommendation from a subcommittee, then it gets pushed back to the committee for a revisit.
- The chair of the Planning Committee is responsible for coordinating information flow between committee members.

### PROGRAM COMMITTEE

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

- Request Call for Papers from the community.
  - o Promoted on website and email by Integral Care staff
- Review and select presenters.
- Help develop conference program agenda.
- Designate an Ambassador for each Workshop.
- Help keep CTAAFSC active throughout the year besides the annual conference
- The chair of the committee coordinates and oversees all activities of the committee and reports to the Planning Committee.

### **SCHOLARSHIPS & AWARDS COMMITTEE**

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 and applications from the community.
  - o Promoted on website and email by Integral Care staff
- Review all nominations and applications to select finalists.
- Identify ways of promoting the awards with the Outreach Committee.
- Prepare biographies of each award and scholarship recipient for the program committee.
- Create criteria to select applicants and nominees.
- Identify who will present the awards and scholarships.
- The chair of the committee oversees these and report to the Planning Committee.

### **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/sponsors 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.
- Work with the Program Committee to plan activities aimed at promoting the conference in the community.
- The chair of the committee oversees these and report to the Planning Committee.

### **OUTREACH & MARKETING COMMITTEE**

The Outreach & Marketing Committee acts as the Publicity & Public Relations team who informs the community about CTAAFSC to increase 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 identified outlet. Material may be printed, electronic or in person.
- Works with the other committees to promote events.
- The chair of the committee oversees the activities of the committee and reports to the Planning Committee.

### **LOGISTICS LIAISON**

The Logistics Liaison works alongside Integral Care staff mostly in the last month to the conference. The liaison helps provide input on logistical aspects of the CTAAFSC.

- The liaison will assist the keynote speakers and other guests to their designated seats on day of conference.
- The liaison will work with Program committee on logistics for timing for food, session, and exhibitor hours.
- The liaison will help Integral Care staff pick meal options, within budget, from Levy catering.
- The liaison will assist Integral Care staff with onsite support at the conference venue.

### **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:

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