Event Responsibilities of Board, TECET staff, and Program Committee

ACEC/MA Board of Directors Responsibilities for Programs:
♦ Develop Annual Budget for association: programs are the major source of non-dues revenue for ACEC/MA.
♦ Approve number/type of programs: breakfasts, dinners, seminars, in conjunction with recommendation by programs committee.
♦ Monitor budget throughout year.
♦ Suggest program topics, communicate with committee.
♦ Attend programs; bring others from your firm to programs.

TECET Staff Responsibilities:
♦ Develop Calendar of Events, avoiding holidays, other conflicts; include as part of TECET web calendar at www.engineers.org/ and www.acecma.org.
♦ For each event: in consultation with Program Committee: develop promotional materials/registration information: flyers, brochures, postcards, broadcast emails, depending on event needs.
♦ Work with Program Committee on budgets for events
♦ Hotel negotiations/contracts for the year.
♦ Develop roster of participants, input/track payments, post event invoicing, credit card processing.
♦ Coordinate signage, including sponsor listings, if needed.
♦ Hotel arrangements: Pre-event
  • Function room, A/V needs, cash bar, meal count, including comps, sign banquet order, select menu, special meals, etc.
♦ Hotel arrangements: During event:
  --On-site registration for most events,
    • ACEC/MA banner to be hung in the room of the event (preferably over the podium and on the wall behind podium) or other appropriate signage
    • Nametags (with extra blank tags for on-site registration, with sharpies)
    • On-site registration forms
    • Receipt book
    • Money envelope
    • Any propaganda & upcoming event flyers
    • Rosters
    • Sponsorship Information (flyers, company signs, etc.)
    • Provide RCEP information if applicable
    • Provide Lap Top and Projector
    • Bring camera to take pictures of presenters
  --List of announcements for ACEC/MA President & Exec. Director
  --Check on-site AV with hotel to match order.
  --Find light switches/share info with Program Committee contact.
  --“Reserved” table signs for 1-2 head tables depending on event.
  -- Determine head table(s) seating arrangements.
♦ Hotel arrangements: Post-event: retrieve banner (or ask someone to), retrieve materials, return materials to TECET
♦ Post event: invoicing; reconciliation; financial reporting; create and distribute online evaluation Survey Monkey with presentations; share survey results with committee; upload pictures and presentations to ACECMA.org website.
♦ Leadership Development Committee: similar arrangements, plus staffing at TECET, work on program materials, other duties for discussion.
♦ In addition, TECET staff may handle 1-2 Fellows events each year which includes invitations, registration and payment/billing (usually averages a dozen attendees).
Forward national program opportunities to Program Committee for consideration.

Sponsorships: Coordinate sponsorships for each program meeting. Gather information on sponsor company: exact name, contact name, address, phone, fax, email (all for invoicing by TECET), tagline for signage/flyers, electronic logos, if applicable.

Program Committee Co-Chairs Responsibilities:
♦ Coordinate activities with TECET staff
♦ Keep Program Committee Roster.
♦ Coordinate Program Committee schedule with TECET staff: to reserve space at TECET if needed.
♦ Send out meeting notices via email: include Abbie and Membership Associate on list
♦ Lead/facilitate committee meetings to determine dinner/breakfast meeting topics and speakers
♦ Coordinate with Board of Directors to keep them informed of activities
♦ Coordinate with other ACEC committees to schedule joint meetings
♦ Coordinate with other ACEC committees to schedule joint events as part of ACEC/MA schedule; work with Executive Director to negotiate list sharing, revenue sharing and other agreements.
♦ Work with Abbie on any contracts for speakers’ honoraria or travel. Elizabeth signs these contracts on behalf of ACEC/MA.

Program Committee Members Responsibilities:
♦ Coordinate activities with ACEC staff.
♦ Propose number/type of programs: breakfasts, dinners, seminars, in conjunction with budget. This is based on membership surveys, evaluations, board discussions.
♦ Ensure meeting topics are interesting, will attract a large turnout, are in line with the ACEC audience, and will be profitable for ACEC/MA.
♦ Limit any speaker panels to no more than 4 (3 is even better) speakers plus moderator.
♦ Call potential speakers: Send confirmation letters/faxes, general confirmation, confirm AV needs. For public officials, determine who might attend with official and whether this is comp or not. Let staff know if you need help with contacts.
♦ Get speaker bios and presentations of applicable.
♦ Assist in development of promotional materials by providing copy about program topics and speakers to TECET staff by email. (Titles, bios, logos, if applicable)
♦ Promote the program to colleagues to help with attendance; plan to register early and attend.
♦ Meet and greet speakers at programs and review event particulars (i.e., seating, timing, show them restrooms; make them feel welcome, check AV, topics, format, etc.)
♦ Review Program Evaluations; share with committee for future planning.
♦ Bring business cards to meetings and events.