

# 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/](http://www.engineers.org/) and [www.acecma.org](http://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.