

## **Position Title: District Conferences Logistics Chair (District 7010)**

**Length of Appointment:** 3 years

**Travel Required:** As required to Conference Committee meetings and as required, to the Conference site.

**Reports to:** District Governor Elect or District Governor Nominee as the case may be

**To Apply:** Contact the current District Governor

### **Background:**

Many of the steps required for a successful conference are similar from year to year. In the past a new Conference committee was struck each year by the District Governor. Many of the lessons learned by the previous year's conference committee are not passed along and each year the committee has to start from scratch. Therefore, it has been determined that a better approach would be to have continuity for the roles that are repeated from year to year.

For the conference year 2021 and forward, the organization of the District's annual conference is split between two committees: **District Conference Committee** and **Host Organizing Committee**.

The role of the **District Conference Committee** is the management of site selection and hotel operations, conference budget and conference registration. This committee is led by the District Conference Chair. Other members of the District Conference Committee are the District Treasurer, District Registrar and Public Image Director. The overall success of the District conference is the responsibility of the District Conference Committee.

The role of the **Host Organizing Committee** is the selection and management of conference content and activities

### **District Conference Committee:**

#### **District Conference Chair:**

- Appointed by the District Governor.
- Responsible for selecting the conference location in consultation with District Governor Elect or Nominee as the case may be.
- Responsible for securing the venue including negotiating the contracts, including meals and other hotel services.
- Responsible for negotiating contracts with the provider of audio-visual services.
- Maintains and updates "conference notes" for future conferences.

#### **District Treasurer:**

- Develops a conference budget including setting the registration fee, to be presented to the District Finance Committee and Executive Committee for approval no less than 18 months before the start of the conference
- Approval of expenses for payment and recording by the District bookkeeper.
- Ensures that appropriate processes are put in place to pay conference invoices and expenses on a timely basis and in accordance with contractual requirements

**District Registrar:**

- Plans and runs conference registration (both advance and on site) procedures and logistics, including handling of credit card fees, cancellation policy, and creation of name badges
- Gathers, maintains, and utilizes lists of past and potential attendees for targeted outreach
- Confirms registration options and incentives

**Public Image Director:**

- Provides promotional material for Assistant Governors and Club Presidents to promote the conference throughout the District.
- Working with District webmaster, promotes the conference on District and Conference websites and other social media

**Host Organizing Committee:****Host Organizing Committee Chair**

- Works in conjunction with District Conference Chair in locating appropriate venue.
- Responsible for developing the conference theme
- Develops the program in accordance with the District Governor and the requirements stipulated in Manual of Procedure of Rotary International
- Responsible for social activities during the conference
- Responsible for soliciting additional sponsorship related to program/social expenditures  
e.g. to fund speakers, bands, etc.
- Works with District Treasurer to manage the budget
- Works with the District Conference Chair and as appropriate, local vendors, management companies, for the execution of the conference, and other committees in the planning of the conference space, including room set-up, hiring of entertainment, tours, and other local logistics.

**Program Chair, Part of Host Organizing Committee:**

- Ensures that a well-balanced, high-quality program with adequate Rotary content is organized and presented at the conference.
- Selection and review of speakers.

**Other Positions of Host Organizing Committee:**

- Special Events
- Secretary
- Social Events
- Finance
- Stage Manager
- Sgt at Arms
- Sponsorship

## **District Conference Chair**

### **Qualifications/Requirements:**

- Knowledge and experience in conference and major special event planning.
- Experience with Rotary conferences
- Good business sense including the ability to negotiate contracts with various types of suppliers.
- Sound accounting and budgeting experience.
- Decision maker.
- Ability to chair meetings and supervise and manage volunteers
- Understanding of the Rotary hierarchy and protocol
- Good communication skills
- Good problem solver
- Good at conflict resolution