



Society for Design Administration

EDSymposium Committee Chair

Position Description

Position Description:

The EDSymposium Committee Chair is the lead person overseeing the EDSymposium Committee. The EDSymposium Chair plans and executes EDSymposium in accordance with the stated goals and objectives of the -organization under the direction of the Executive Committee (ExCom) and shall in general, oversee the charges and duties of the EDSymposium Committee. The EDSymposium Chair presides over the meetings of the committee members and prepares and submits reports according to established guidelines, or as requested by the President and/or ExCom. EDSymposium Committee Chair is selected by the President and serves a one year term.

What to Expect:

The EDSymposium Committee Chair position is one of leadership - to direct and implement the goals and objectives s established through the strategic planning process. The EDSymposium Committee Chair must manage the subcommittees of the EDSymposium Committee to ensure that projects and tasks are being kept to schedule and implemented on time. The EDSymposium Committee Chair may be called upon to represent the Society at official functions, which may require travel and time off from an employer.¹ An estimated time commitment of two (2) to four (4) hours per week on monthly commitments and reports, which includes, but is not limited to, EDSymposium Committee Chair Report, monthly telephone conference call with EDSymposium Committee members, and Monthly ExCom / National Committee Chairs Conference Call. Expect extra tasks and/or preparations for Leadership Conference and EDSymposium as required. Ability to respond to email in a timely manner is required.

Time/Financial Expectations:

Event/Task	Time Commitment	Funded by	Not Funded	Anticipated Dates
ExCom/Committee Chairs Strategic Retreat	2 days	Airfare, ½ hotel, meals	N/A	June/August
EDSymposium (with Leadership*)	5 days	N/A	Airfare, hotel, registration	May
ExCom/Committee Chairs Conference Calls	1 hour per month	N/A	N/A	Per schedule
ExCom/Committee Chairs Conference Call Prep	.5 hour per month	N/A	N/A	
EDSymposium Committee Report	1 hour per month	N/A	N/A	Per schedule
EDSymposium Committee Conference Call	1 hour per month	N/A	N/A	
EDSymposium Conference Calls with	1 hour per week	N/A	N/A	As necessary

¹ Requirements to attend any of SDA's National events will be evaluated and determined by the Executive Committee in a timely manner.

² During budget preparations for the upcoming year, the Executive Committee will review and determine the availability of funds to reimburse portions of travel expenses for all National Committee Chair attendance to any National event, if attendance is required. This evaluation will be done on a yearly basis and determined by current prevailing economic conditions at the time of planning.

President, HQ	
Miscellaneous email correspondence and tasks	1-2 hours per week
Work on initiatives undertaken	2 hours per week

* Leadership is subject to be scheduled as a separate national event during some years, all to be determined by the current Executive Committee and economic conditions.

Duties and Responsibilities:

Task/Item	Responsibilities	Start	Time Commitment
General	<p>Develop and manage budget of entire event with Headquarters.</p> <p>Selects menus (meals and breaks)</p> <p>Reviews all Banquet Event Orders</p> <p>Overall schedule of event</p>	<p>This is ongoing, but should start as soon as possible. From July through October the EDS chair and HQ should be having a conference call at least once per month. From November through February they should talk at least twice per month. After that, expect weekly, or more often, calls..</p>	<p>The chair will need to plan for everything food related, from ExCom meeting meals and breaks to the banquet. Always keeping in mind cost, variety, appeal to the majority of members, etc. Menu selections are subject to approval by the President and Executive Director.</p> <p>Food time: 3 hours</p> <p>The BEOs are prepared by HQ and reviewed by the EDS chair. BEO time: 2-3 hours.</p>
Speaker Selection	<p>Appoint subcommittee to review speaker RFPs</p> <p>Subcommittee reviews prospective speaker proposals</p> <p>Evaluate educational levels (beginner – advanced)</p> <p>Recommend speakers for a well-rounded seminar schedule</p> <p>HQ negotiates with selected speakers</p>	<p>HQ will send the RFP to a selected speaker list. HQ creates a spreadsheet covering all those areas, and forwards to EDS chair with the RFPs.</p>	<p>Time:</p> <p>1st Review RFPs - 4 to 5 hours</p> <p>Final Review and recommendations to HQ, 4 to 5 hours</p>

Task/Item	Responsibilities	Start	Time Commitment
Speaker Coordination	<p>HQ will contact speakers to obtain seminar outline and biography</p> <p>Cross check BEOs to confirm/coordinate speakers' AV requirements</p> <p>Recruit individuals to introduce, thank speakers and present certificate (the Executive Committee will have primary responsibility for introductions)</p>		Time: 1 to 2 hours
Door Prizes & Raffles	<p>Appoint a subcommittee to solicit items from chapters, individuals, and businesses</p> <p>Work with subcommittee to determine method and schedule for drawings</p> <p>Work with subcommittee to secure volunteers to conduct drawings</p>		Very little time for the EDS chair, just updates on the regularly scheduled conference calls.
Seminar Certification	Work with HQ who will prepare the education sheet for each attendee		Time: 1 - 2
EDSymposium Tote Bags	<p>Appoint volunteers to solicit "goodies" and written materials for bags (donated or reduced price)</p> <p>Stuff bags <i>prior</i> to start EDSymposium</p>	This can start right away. If these are actual "convention bags" then a sponsor is needed, or the cost has to be budgeted.	
Photography	<p>Confirm that ALL meetings, seminars and celebrations are photographed for SDA publications</p> <p>Coordinate on-site candid and casual photography by conference attendees</p> <p>Serve as a roving photographer during EDSymposium</p> <p>Publish conference photos online after EDSymposium</p>	Two volunteers needed from list of attendees.	Almost no time commitment from the chair, just lining the people up and making sure they understand their responsibilities.

Task/Item	Responsibilities	Start	Time Commitment
Speaker Handouts	<p>Headquarter will post all handouts to the SDA National website. Coordinate date and completion with HQ.</p> <p>Work with HQ to Create "At a Glance" schedule .</p>		,
Awards/Banquet Coordinator	<p>Coordinate with Awards Chair to create and print agenda and script</p> <p>Banquet Coordinator will determine evening's menu (primary budget focus – food, bar service, decorations)</p> <p>Coordinate with Master of Ceremonies (primarily A/V requirements and script for the evening)</p> <p>Coordinate all events of the Celebration Banquet including room set-up, evening schedule, décor</p> <p>Coordinate with guest speaker (if any) for A/V requirements</p>		
Tour Coordinator	Coordinate all tour information.		Time commitment is only a couple of hours on this, however if transportation is needed, you'll have to coordinate with HQ to contract for buses, etc.
Registration	<p>Coordinate volunteers and work with HQ to cover registration table (badges, ribbons, bags, schedule, seminar attendance sheet etc.)</p> <p>Sign up sheet for Banquet seating</p>		
Graphics	Coordinate with HQ for graphics in brochure and other collateral	Preliminary work on this can be done early. President needs to sign off on basic graphic design, HQ needs to confirm sponsors, sustaining firms, EDS sponsors.	

Task/Item	Responsibilities	Start	Time Commitment
Public Relations	Working with HQ, produce online brochure and four or five teasers / announcements for SDA publications Work with HQ to get members excited about attending		
Credentials	President will recruit volunteer to check delegates in against credentials list at door for both Business Meetings		
Miscellaneous	Work with local member / component, if possible, to compile and publish interesting information about the EDSymposium host city – statistics, trivia, restaurants, local sites of interest, etc.		

- ◆ Oversees the EDSymposium Committee.
- ◆ Oversees the development and implementation of goals and objectives for the year, which reflect the overall strategic plan and vision of ExCom.
- ◆ Prepares monthly EDSymposium Committee report, noting all activity / action and status of tasks for that month. Distributes to Headquarters and President Friday prior to scheduled monthly conference call.
- ◆ Attends Annual Leadership Conference (if scheduled separately from EDSymposium).
- ◆ Attends annual EDSymposium.
- ◆ Attends ExCom / National Committee Chairs Strategic Retreat (if any).
- ◆ Assesses the need for volunteers to enhance program/service delivery
- ◆ Authors communications relative to the EDSymposium event Committee for SDA communications as determined in schedule.
- ◆ Acts as liaison to committees intersecting with the EDSymposium Committee.
- ◆ Prepares annual wrap-up report for the EDSymposium Committee.

Committee Purpose/Responsibilities:

- ◆ Coordinating annual EDSymposium event.

Budgets Responsible to Develop:

- ◆ EDSymposium Committee to submit proposed budget to ExCom for final approval.