

## COMMITTEE DUTIES & RESPONSIBILITIES

The President of CEA and the Executive Board recognize the hard work and long hours required to put together and run a successful conference. We want to take this opportunity to thank each person who has taken on the responsibilities of a conference or committee chairperson. We know it requires a tremendous amount of hard work and dedication. The Conference Planning Guide is meant to provide each State or Region with direction and guidelines as to the standard required by CEA National, while still allowing for the creative abilities of the Host Region or State to shine through in the completion of their duties. With effective and efficient communication, we can all work together to provide the best conference possible for the membership of CEA.

The Conference Committee Chair, or Co-Chairs, will create the Conference Planning Committee and convene meetings to coordinate the selection of a hotel site and submission of a conference budget. The Conference Oversight Chair, appointed by the President of CEA, and the CEA National Treasurer shall be members of the Planning Committee. The CEA National Treasurer will act as the Fiscal Chair, regarding all financial matters.

All committee chairs are responsible for ensuring that all items on their committee list are completed within the established timelines and communicated to the committee. Each committee chair is also responsible for timely communication with the CEA Conference Chair/Co-Chairs to provide updates on that committee's activities and progress. The committee chair will inform the Conference Chair of all assigned sub-chairs within the committee. The sub-chair reports should be shared at all Planning Committee meetings. Each committee chair will submit a written progress report to the Conference Planning Committee at each meeting as appropriate. **If a committee chair is unable to attend a CEA meeting, he or she should submit a written update of the committee's progress to the Conference Chair prior to the meeting.**

The Conference Chair, Oversight Chair and National Treasurer will review and approve all external communication or written documents representing CEA that will be viewed outside the Planning Committee, prior to their distribution. (*A good practice, however, is to have the entire Planning Committee read and proof all documents*). This includes letters, forms, requests, contracts, confirmations, invitations, programs, etc. The Conference Chair, Oversight Chair and National Treasurer will each be sent a copy of the final approved document so that those documents can be kept on file and/or used as examples within the standard operating procedures.

There are certain responsibilities and duties within each committee that can be carried out without approval from the Oversight Chair. Other duties and responsibilities require the approval of the Oversight Chair. Fiscal matters also require the oversight of the Fiscal Chair (National Treasurer). The duties within each area that are printed in *italics* require such approval.

If a committee chair is unsure of responsibilities or duties, needs assistance in recruiting volunteers/seeking resources, or needs assistance in accomplishing a task he or she should contact the Conference Chair. If needed the Conference Chair should seek guidance from the Oversight Chair and/or National Treasurer.

## Priority Check List When Preparing to Host

- Express interest in hosting the Forum or Summer conference to the Chair of the Site Selection Committee.
- Discuss in general with whatever state agencies or other agencies in conference site state you think will be your major support. **DO NOT GUARANTEE THEM A PRICE AT THIS POINT.** Talk in general about support, specifically how many can they send or what dollar amount can they fund.
- Tentatively select a hotel so that you can use real prices to create budget. Gather information from potential hotel regarding costs for cost of breakout rooms, meal menus, parking, acceptance of government room rate, ability to provide your own A/V equipment, etc. These are all items needed to prepare a proposed budget.
- Get any other tentative prices you may need such as TOY site, transportation, etc.
- Complete tentative budget with help from Oversight Chair, CEA National Treasurer and Planning Committee.
- From the budget, set conference registration fees with approval of Oversight Chair and CEA National Treasurer.
- Submit along with any plans you may tentatively have for tours, special events, Teacher of the Year, etc. to the National Site Selection Committee to be considered to host the conference.
- Use the expertise of National members. When holding meetings via conference call it is easy to have people from around the country on your committee.
- Select conference theme and logo.
- The first documents you will want to create are: tentative agenda, call for papers, registration form and vendor documents.
- Go back to your agency/agencies with registration prices and get guarantee for number of attendees. A good rule of thumb would be ½ your attendees come from the state the conference is being held in.
- Complete hotel contract and get signature from CEA Executive Director or designee. ALL contracts must be signed by Executive Director or designee.
- Select committee chairs and have each committee suggest timelines for their tasks to be completed.

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## **REGISTRATION** (Committee chair)

### **Registration Packets:** (who is doing)

Work with Vendor chair to get bags donated and shipped to?

**Due dates need to be beside tasks**

Responsible for registration packet materials

Order ribbons if needed (Committee, Board and New Member are required. Others are at committee discretion).

Develop registration form

Send registration form to CEA webmaster to be posted on the website

Ask Office to send an email blast via Mail Chimp as documents are posted on website  
Contact the Host City's Convention and Visitors Bureau for information to include in registration bags.

Prepare sign-in lists if applicable in your state.

Cross reference registrations with membership roster

Keep running list of those paying non-member rates as after conference you need to let the office know who they are. They get a free year membership

Prior to conference cross reference registration with list from CEA Office of new members who have joined since the last conference (you will have to request this)

Schedule workers (send out letter before conference)

Set-up registration area (to include presenters & facilitators)

Coordinate with Program chair to make sure programs are available to stuff the bags

### **Name Tags/Meal Tickets:** (person)

Order additional name tag inserts

Design and print name tags

Design and print meal tickets

Order name tag holders or work with Vendor chair to get badge holders from a vendor

### **Room Registration:** Person

Generate master room list; only necessary if you are doing for your agency

### **Meal Ticket Collection:** Person

Schedule workers for each meal to collect meal tickets. Other options are to have the tickets at your table, or mark the name badge in such a way that you know who has paid

Chair collects and counts meal tickets from workers at the end of each meal if you want to cross check how you did with meal counts

Collect name tags at brunch or lunch on the last day if you want to use holders again or to use to draw door prizes.

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If you are having a vegetarian or gluten free options work with the hotel on how you designate those people. You might want to design a card they can lay at their table place so the wait staff can identify them.

### **Miscellaneous:**

Communicate conference details at other conferences  
Provide membership information to non-CEA members  
Provide registration information to CEA webmaster and to the main agency/agencies in the host state.  
Have attendance certificate in conference bag so people can use it for their professional development/licensure points. (if the site state has specific CEU requirements/forms you would want those available as well)

### **Post-Conference:**

Communicate with hotel conference contact to clear up any rooming issues if you have done a rooming list for your agency  
Prepare documentation for payment of any purchase orders that your conference treasurer may need  
Follow-up report to the Conference committee regarding conference numbers (full conference, one day, pre-registered, on-site registrations) and the number & type of sleeping rooms used each night (get from hotel as this will be important for the next conference committee)

### **List of Items to Have at Registration:**

Registration bags (stuffed)  
Envelopes containing meal tickets, receipts, and name badge insert  
Receipt book  
Extra Meal Tickets  
Blank membership forms  
Pens  
Sign-in sheets or at least a check in list  
Pre-registered alphabetical list  
Message board

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**Conference Treasurer**  
(usually Regional or Chapter Treasurer)

1. Open and maintain separate conference account
2. Possibly be involved in the budget creation to submit to National
3. Provide log in information to National Treasurer for the account
4. Secure a credit card reader for credit card processing
5. Process registration payments via; running credit card, depositing check or invoicing person/agency.
6. Provide registration information to Registration chair.
7. Maintain data base (spreadsheet) and report routinely to Conference Chair, Oversight Chair and National Treasurer.
8. Invoice agencies if payment is not included with registration.
9. With data base (spreadsheet) Conference Treasurer should be able to report paid registrants, paid vendors, outstanding invoices, conference income, conference expenses and to report profits after the end of the conference.
10. Provide seed money for change at the conference (if applicable) for membership, sales and registration.
11. Be at the registration table during open hours to collect registration owed and be available to process credit card payments for sales items.
12. Bring checkbook and debit card to conference to reimburse expenses, pay

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speakers, pay hotel, etc.

13. Distribute reimbursement form and facilitate payment to committee members for conference expenses.

14. Complete credit application with hotel if applicable with help of National Treasurer.

15. Follow hotel contract to make pre and post conference payments

16. Once all income is collected and bills paid Conference Treasurer will disburse funds 50% to host region/state and 50% to National per MOU. Account will be closed and final report made to National with the records being turned over to the National Treasurer.

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## **SALES**

### **(Chair Responsibilities)**

Coordinate sales table (assign people, make signs, have tickets, etc....)  
Select items to sell  
Order and purchase items to sell  
Coordinate and run the 50/50 raffle  
Responsible for seed money, receipts, & getting money to conference treasurer at the end of each day  
Select conference T-shirts to sell if you choose.  
Order conference T-shirts to sell (a better option might be to find T-shirts on demand)

### **CEA Sales Procedures**

**The proceeds from sales will be conference income. Proceeds from the 50/50 raffle will be income for the Host.**

**Money:** Each area selling or taking money is responsible for accounting for what cash they turn in at the end of each day. Money will be turned in at the end of day to the Conference Treasurer, unless you receive a large amount of cash at some time during the day. Money will be secured in a locked safety deposit box. Separate marked zipper pouches will be labeled for each of the following areas: 50/50 raffle, Sales, Membership and Registration. The next day you will start with sufficient seed money as needed for change. Please make sure you have the bag labeled for your area. All cash, checks, and charge slips will be removed from your envelope each day.

**Receipts:** A receipt must be written at the time of purchase/payment to keep track of where money, checks, and/or charges came from. This is extremely important for registration, membership, or additional meals. We have to be accountable to CEA and the IRS on these items. Each area will have a receipt book. Please indicate whether the payment was made by check, cash, Visa or other cards you may accept for all registrations, meals, and membership dues. Accountability is extremely important. We have to be able to account for all monies taken in, and the category that should be marked.

**Seed money:** You will have \$xx in seed money to start each day. The seed money will be in One, Five, and Ten Dollar bills. Please verify that you start with this amount of money each day. The individual designated as **Shift Leader** for Sales is responsible for the money. Should you acquire a large amount of money, please see the Conference Treasurer for a money drop.

**Fill out** the Money Drop Form indicating the amount of cash, number of checks and then sign and date the form. See attached form.

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## CEA Forum or Summer Conference MONEY DROP

Sales Area: \_\_\_\_\_  
(i.e. Sales, Registration, 50/50)

DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Please leave **\$50** in small bills & any loose change in the cash drawer/envelope.

AMOUNT of CASH: \_\_\_\_\_

NUMBER of CHECKS: \_\_\_\_\_

NUMBER of CHARGE SLIPS: \_\_\_\_\_ **\*\*Place them on top**

**Sales committee should submit your Tally Sheet with Money Drop, transfer amount sold to new tally sheet to start next session.**

Received By: \_\_\_\_\_ Date: \_\_\_\_\_

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(i.e. Sales, Registration, 50/50)

DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

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**Sales committee should submit your Tally Sheet with Money Drop, transfer amount sold to new tally sheet to start next session.**

Received By: \_\_\_\_\_ Date: \_\_\_\_\_



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## **CONFERENCE PROGRAM**

**(Person)**

- Find a prison education program for the printing and get printing estimates
- Make a master list of all items you will be putting in the program, who the responsible person is and what is their due date.
- Select cover art
- Most program information should come to you from other committees in a complete format
- Make sure drafts are proofread by three or four proofreaders
- Meet **all** deadlines for printing information from the printer
- Put program together (choose color scheme and layout with approval from the Conference Chair/Oversight Chair/Treasurer)
- Pick-up and deliver conference programs
- Make sure programs get to conference sites for bag stuffing
- Obtain letters from VIP's for program when applicable
  - Conference Chair/Co-chair
  - CEA President
  - Director(s) of DOC from host state
  - Region or State Director as appropriate
  - CEA Executive Director
  - Local Mayor if applicable
- Obtain photos/bios for luncheon speakers and other VIP's as necessary
  - Coordinate information from Teacher of the Year chair, Vendor chair, Workshop Chair and others submitting information for the program
- Develop appropriate timelines for each area and report progress to Chairs and the Conference Planning Committee

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## **WORKSHOPS**

**(Person)**

Develop call for papers  
Send call for papers to CEA webmaster  
Request Mail Chimp blast to members  
Solicit presenters from different subject areas  
Participate in the presenter screening panel to screen applications when applicable  
(decide who this will be if you have a questionable application or if you have more applicants than you have slots for)  
Contact all who applied with acceptance or rejection information and registration form if applicable  
Inform presenters of dates and times  
Work out master schedule of workshops (times, dates, room set-ups, A/V equipment list, etc.)  
List of possible workshop titles to CEA webmaster  
Track A/V equipment and coordinate with A/V chairperson  
Those who marked the Ray Kaplan Scholarship box copy to the National Secretary  
Write-up workshop material for program with all corrections for program chairperson  
(to include conference at a glance, workshop descriptions and presenter bios)  
Schedule workers to man presenter table (at registration)  
Make presenter packets (presenter certificate, room/time information, thank you note)  
All presenters should be registered unless special circumstance approved by  
Conference Chair/Oversight Chair/National Treasurer

Coordinate with facilitator, AV and registration chairpersons  
Follow-up letters and letters of appreciation after the conference are a nice touch

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## **VENDORS**

### **(Chairperson)**

Must use exhibitor contract/Levels of sponsorship devised by National, NO  
EXCEPTIONS

Send vendor registration information to potential vendors and CEA Webmaster

Correspond with vendors

Work with hotel on schematic for vendor area

Put together vendor packets unless you will just be giving them a registration bag

Greet all vendors, oversee set-up and tear down, provide general assistance as needed

Schedule workers to assist vendors when they arrive if you need help

Solicit vendor door prizes, conference packet stuffers, and/or event sponsorships

Contact hotel regarding vendor display area and package instructions & costs

Follow-up correspondence and letters of appreciation (via email is fine)

Serve as liaison between drayage company if applicable and vendors

Supervise any and all special events in the vendor area

Assign booth space to vendors and coordinate the notification of them

Work with Conference Chair to schedule vendor breaks during the conference

Work with program committee to recognize vendors who sponsor events in the  
conference program

Make table signs and coordinate with registration chair for name tags and conference  
program

Contract for security for overnight supervision of vendor area when necessary

Coordinate & run vendor hospitality on Monday at Summer Conference (NA at  
Forum)

## **FACILITATORS**

### **Person**

Create call for Facilitators form.

Send to CEA webmaster

Share with people you know and solicit their help

Send a blast email to those who are registered as you get closer to the conference

Solicit and schedule facilitators & back-up volunteers

Give facilitators names to program chairperson

Give facilitators names to registration chairperson

Distribute and collect workshop evaluations giving presenters feedback

Let Facilitators know ahead of the conference what they will be facilitating

Man facilitator table near the registration area, get helpers as needed

Put together and distribute facilitator packets & include instructions regarding evaluations   Packets need to contain workshop carbonless evaluation forms so presenters can have immediate feedback. Nice additional touch – certificate of appreciation and/or thank you note

Prepare workshop evaluation report after the conference for the committee. It can be shared with the next conference planning committee and can be useful in contacting possible presenters for the next year.

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## **EVALUATIONS**

### **Person**

An Overall Conference Evaluation is a required component of hosting the Forum or Summer conference.

The best results have been gained via survey monkey sent to conference attendees shortly after the conference.

Survey monkey tabulates the results for you. Results should be shared with Planning Committee as well as the Conference Planning Committee for the next conference

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## **SPEAKERS**

### **Chairperson**

Contact potential speakers

Contract with speakers with input and approval of Conference Planning Committee,

Oversight Chair and National Treasurer. Executive Director to sign contracts.

Have a few back-up speakers available in case of emergency

Coordinate any A/V equipment needs with the A/V committee chair

Coordinate schedule with the planning committee

Introduce guest speakers or line-up someone to do the introductions

Meet and escort guest speaker at the conference

Serve as contact for the guest speakers to answer questions and provide information

Make sure payment is made to the speaker when applicable

Follow-up correspondence and thank you

Coordinate with program chair to provide speaker bio and photo

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## **AUDIO-VISUAL EQUIPMENT**

### **Chairperson**

Coordinate with speaker, presenter and vendor chairs concerning A/V needs  
Make sure Call for Papers only reflects what you plan/can afford to provide  
Research and obtain estimates from companies to provide A/V equipment for various pieces of equipment with Chair/Oversight/Treasurer approval  
Coordinate the process of having conference committee members bring A/V equipment from their institution for use at the conference when appropriate  
Keep detailed list of A/V equipment needs and schedule, provide information to chairs and the workshop committee chair and have secure location to store equipment  
Schedule workers to assist in delivering equipment, check with speakers or presenters that the equipment they requested is there  
Troubleshoot when necessary. Plan to have extra projectors/laptops if applicable.  
Coordinate and set-up before, during, and after the conference

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## **MEALS**

### **Chairperson**

Select menu for the luncheons, and breakfasts with input and approval from the Conference Planning Committee, the Oversight Chair/Treasurer

Contact hotel with final selections and confirm prices

Process and approve the event order form with the hotel for each meal or special event serving food or having a cash bar

Provide price information for each meal to the registration committee chair

Coordinate with hotel banquet manager concerning the head table, reserved table requirements and any A/V needs

Coordinate with hotel for center pieces, table decorations, etc.

Check with T.O.Y. regarding schedule and other arrangement for the T.O.Y. luncheon and the gala at summer conference

Address problems and see to details before and during meals

Coordinate with the hotel for any vendor sponsored soda/snack breaks

Give final meal counts by hotel deadline. Get numbers from registration chair prior to hotel deadline

Work with President and/or Conference Chair in regards to head table seating chart for each meal



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## **SPECIAL EVENTS**

**Person**

### **President's Reception:**

Meet and Greet  
Dance/DJ?  
Hors d'oeuvres

### **Door Prizes:**

CEA door prizes are being requested by vendor chair or door prize designee  
Decide how you will be drawing for door prizes and when

### **Correctional Facility Tours: If you are doing**

Letter/email drafted to contact prisons about tour  
Letter finalized  
Letter out to wardens  
Solicit prison transportation or get bids from local companies  
Finalize tours

### **Hospitality Table/Local Attractions:**

Work with local convention or visitor bureau to see if they will supply bag stuffers, pens, handouts, maps, staff a table, etc.  
Send website link to CEA webmaster to post  
Work with appropriate chairs to coordinate.

### **Silent Auction : Might be same person as doing door prizes**

Request items  
Contact/collect sponsorships from host city  
Silent auction page for program

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**Conference Pictures:**

*throughout conference*

Scholarship Winners, candid pictures, Career Tech/Silent Auction/Vendor Area, etc.  
Prepare a list of all the pictures you want to make sure to capture as well as candid shots.  
Use the conference picture template

**Conference Chair's Duties  
Person**

Invite appropriate local VIPs to conference & specifically to CEA Teacher of the Year activities  
Run all planning committee meetings and send out minutes  
Communicate regularly with Conference Planning Committee, Oversight and National Treasurer to check progress and ensure that deadlines are being met (offer assistance as necessary)

**Oversight Chair's Duties  
Appointed by CEA President**

Represents the National CEA on the Conference Planning Committee.  
Work with Conference Planning Committee and participate in all meetings.  
Provide guidance on all components of the conference required by National.  
If there is something not approved by National that the Host wants to do, then it is accounted for as an expense of Host and comes out of their portion of profits.  
Help the committee get previous documents to use rather than needing to recreate everything

**National Treasurer  
Fiscal Oversight  
Duties**

Work with Conference Planning Committee and participate in all meetings  
Assist Conference Planning Committee with setting a viable budget and registration price  
Approves expenditures if they are outside of the budget and monitors budget  
Assists Oversight Chair as needed

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## **Teacher of the Year National Secretary and Local person**

Set goal (s) for Teacher of The Year recognition (what do we want to accomplish) for Regional teachers and for CEA.

Contact Regional Directors for regional TOY contact information

Ideas for recognition may include:

Photo Display

Flowers

Certificates with frames for winner and runner up certificates

TOY gala on Monday evening

Gifts

Dance

Speaker

TOY gala Program (includes pictures and bios)

Other

Strive to have a representative from each Region.

Pick a theme for TOY Gala. Create flyer and send to CEA webmaster to post

Prepare Teacher of the Year information for the conference program

Prepare instruction letter to give Teachers of The Year prior to the conference as to what ceremony will take place, where to sit, what to expect, etc.. This also helps them plan their travel.

Assign conference responsibilities.

Prepare article for News and Notes post conference

## **Awards**

### **National Secretary**

Summer conference may have the following awards presented:

Lifetime Achievement

Austin MacCormick

Advocate

President's Award (selected by President)

Executive Director's Award (selected by Executive Director)

The first 3 Awards are coordinated by the National Secretary.

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## CONFERENCE BUDGET

Conference Budget will be prepared by Conference Planning Committee with input from Oversight Chair and National Treasurer

Utilize “real” numbers ie. menus from the hotel you will be using, security cost, AV cost, etc.

Use template provided by National

Guesstimate income low and expenses high

DO NOT anticipate vendor revenue as you plan the budget. That money is your safety net

Set price for State Directors’ meeting

Conference Expenses you will have but you do not use to figure your per person cost are:

- President hotel room and registration
- Executive Director hotel room and registration
- Office staff room and meals
- National Board meeting on Sat./Sun. - breakfasts and lunches
- Standards Commission Breakfast and Lunch
- Awards for summer conference and Accreditation certificates.

## **Appendix**

### **Include the following:**

M.O.U. between the Host and National CEA

Conference budget template

Past documents that can be used as boilerplate or example

Agenda to follow for Forum and Summer

What national requires:

Way to identify board and committee,

New member workshop,

Recognizing new members,

Recognizing T.O.Y.'s (summer conference),

Items to post to the web,

State Directors meeting on Sunday or Monday?

Commission meeting on Friday or Monday?