

2008 WI State SHRM Conference Committee Responsibilities

Committee Chair(s)	Responsibilities
<p>State Conference Co-Chairs</p> <ul style="list-style-type: none"> • Kellie Dunn-Poggemann • Jenny Lowe 	<ul style="list-style-type: none"> ▪ Establish overall goals, responsibilities and objectives ▪ Submit budget to WI State Council and manage costs to budget to meet State Council profit guidelines ▪ Assemble/lead conference committee team ▪ Finalize/approve activities theme ▪ Provide consistent, timely and accurate communication throughout the conference
<p>Accommodations Committee Co-Chairs</p> <ul style="list-style-type: none"> • Jane Hoida • Kelly Holtmeier • Jody Zuege 	<ul style="list-style-type: none"> ▪ Submit budget to Co-Chairs and manage costs to budget ▪ Review contract with hotel and coordinate conference needs ▪ Present food options for committee approval ▪ Serve as liaison to hotel staff during the conference ▪ Maintain "Conference At A Glance Document" ▪ Work with Programming to determine room size and set up needs to assign speakers to rooms ▪ Submit to Publications the room arrangements for the program and all hotel information including maps, directions, information and rates ▪ Evaluate all logistics for attendees and exhibitors, including parking, lodging, etc. ▪ Work with Exhibits and Registration to ensure proper set up including information booth at registration ▪ Coordinate emergency contact number and message board with hotel, including job openings and messages ▪ Work with activities to confirm rooms • Arrange hotel accommodations as needed for committee and speakers ▪ Arrange all speaker AV and room set up for conference (with Programming and AV provider) ▪ Arrange for conference committee communication via walkie talkies ▪ Work with Activities and Exhibits to confirm coordinate events throughout the exhibit hall and conference ▪ Arrange location for Book Store ▪ Work with Sponsorship to make sure special sponsor requests are met ▪ Request any necessary signage for the conference

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<p>Activities Committee Co-Chairs</p> <ul style="list-style-type: none"> • Jim Lambert • Tara Marcelle 	<ul style="list-style-type: none"> ▪ Submit budget to Co-Chairs and manage costs to budget ▪ Develop social activities for the conference participants including entertainment for Wed and Thurs evenings ▪ Work with Accommodations to coordinate rooms and meals for events ▪ Coordinate activities to encourage interaction and networking between participants. Chairs must ensure not to distract from the program of the exhibitor aspects of the conference ▪ Create activity to attract attendees to the exhibit hall ▪ Request any needed volunteers ▪ Solicit prizes for activities if necessary ▪ Accommodate SHRM Foundation activity ▪ Request necessary signage from Communication/Web Coordinator ▪ Display signage appropriately throughout conference
<p>Advertising Committee Co-Chairs</p> <ul style="list-style-type: none"> • Jodi Collien • Tami Christian 	<ul style="list-style-type: none"> ▪ Submit budget to Co-Chairs and manage costs to budget ▪ Contact previous advertisers concerning advertising interest ▪ Identify additional organizations to advertise in brochure ▪ Develop template defining the various advertising packages • Work closely with Sponsorship and Exhibits on special advertising packages ▪ Identify other creative ways to generate advertising revenue (i.e. website banners, etc.) ▪ Work with Publications to make sure camera ready art work is secured to meet the printing deadline for the program ▪ Work with Communications/Web Coordinator to print any needed signage ▪ Display appropriate signage throughout conference
<p>Book Store Committee Co-Chair</p> <ul style="list-style-type: none"> • Mettja Overly • Lisa Henke 	<ul style="list-style-type: none"> ▪ Submit budget to Co-Chairs and manage costs to budget ▪ Work with Accommodations and Exhibits concerning space and other needs for the Book Store ▪ Identify a vendor for the conference and negotiate contract details including staffing of the Book Store ▪ Work with speakers to assist them in selling their books either through the book vendor or separately ▪ Work with book vendor to develop a list of products at the conference including newly released books ▪ Provide information on the Book Store to Publications including vendor logo ▪ Coordinate book signings at conference ▪ Request volunteers as necessary ▪ Request signage from Communications/Web Coordinator as necessary ▪ Coordinate advertising of Book Store with vendor

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<p>Communications/ Website Committee Co-Chairs</p> <ul style="list-style-type: none"> • Megan Fisher • Jill Hummel 	<ul style="list-style-type: none"> ▪ Submit budget to Co-Chairs and manage costs to budget ▪ Coordinate between Publications, Accommodations, Programming, Registration and Exhibits to ensure consistency and accuracy in information appearing in print and on the website ▪ Coordinate needs, ordering and displaying of necessary signage ▪ Manage website ▪ Put State conference on National SHRM website ▪ Media Press Releases and Conference Marketing Plan ▪ Coordinate Pictures and Power Point presentations ▪ Create and forward registration notices to all chapters via e-mail attachments to statewide e-mail list ▪ Create and facilitate conference evaluations
<p>Exhibit Committee Co-Chairs</p> <ul style="list-style-type: none"> • Anthony Dix • Matthew Stollak 	<ul style="list-style-type: none"> ▪ Submit budget to Co-Chairs and manage costs to budget ▪ Develop optimal exhibit hall layout with Activities and Exhibit Hall vendor ▪ Work with Accommodations and Activities on exhibitor needs ▪ Create exhibit hall layout for Publications ▪ Develop, maintain and share a database of potential exhibitors ▪ Invite potential exhibitors to the conference ▪ Work with Publications on exhibitor ads ▪ Respond to exhibitor questions/requests prior to and during the conference ▪ Work with exhibitors to donate prizes and coordinate distribution of the prizes ▪ Coordinate exhibitor information with Website/Communications Coordinator ▪ Submit exhibitor revenue to Finance ▪ Coordinate signage needs with Communications/Web Coordinator ▪ Display appropriate signage during conference
<p>State Council Finance Chair/Treasurer</p> <ul style="list-style-type: none"> • Cindy Cerro 	<ul style="list-style-type: none"> ▪ Provide monthly financial update on the conference to Co-chairs at committee meetings ▪ Pay all bills and expense reports submitted for the conference ▪ Receive and deposit all monies received from the conference

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<p>Programming Committee Co-Chairs</p> <ul style="list-style-type: none"> • Lori Olson • Jodi Roesler 	<ul style="list-style-type: none"> ▪ Submit budget to Co-Chairs and manage costs to budget ▪ Update RFP and coordinate with Communications/Web ▪ Identify keynote and learning session speakers and discuss with Conference Co-Chairs ▪ Arrange and confirm speaker's requirements (equipment, accommodations etc.) ▪ Work with Accommodations to coordinate speakers with room availability and schedule ▪ Provide accommodations with speaker needs including AV, room set-up and hotel stays ▪ Provide Publications with speaker information ▪ Provide Registration with speaker information and meal needs ▪ Provide volunteer needs for speaker introductions to Volunteer Co-Chairs ▪ Obtain background information about speakers for introductions ▪ Identify back up presenters in the event of a last minute cancellation ▪ Provide information on speaker books to Book Store ▪ Provide Advertising with info on Speakers advertising in the program ▪ Provide info to Communications/Web Coordinator regarding signage needs ▪ Display appropriate signage during conference
<p>Publications Committee Co-Chairs</p> <ul style="list-style-type: none"> • Janine Diana • Wendy Nelson 	<ul style="list-style-type: none"> ▪ Submit budget to Co-Chairs and manage costs to budget ▪ Develop conference publications graphics, design and logo ▪ Collect information from all other committees for publications ▪ RFP to identify conference printer(s) ▪ Print pre-conference registration promo pieces – chapter promo, calendar ▪ Print meal tickets, tour passes, raffle tickets prize tickets, speakers handouts as needed ▪ Choose vendor for CD of conference handouts/materials ▪ Work with State Council for conference mailing list ▪ Get national members-at-large list to including on mailing list ▪ Request volunteers to stuff conference bags ▪ Communicate publications deadlines to committee chairs
<p>Registration Committee Co-Chairs</p> <ul style="list-style-type: none"> • Ryan Derber • Kari Heilman 	<ul style="list-style-type: none"> ▪ Submit budget to Co-Chairs and manage costs to budget ▪ Coordinate registration with Publications and Communications ▪ Maintain list of conference registrations via Internet ▪ Develop and evaluate registration processes for attendees and exhibitors ▪ Acknowledge receipt of registration ▪ Coordinate a pre-registration list for food counts including special needs for Accommodations ▪ Create attendee packages including name tags for attendees, volunteers, speakers and exhibitors ▪ Communicate messages to participants during conference ▪ Procure lanyards for name tags ▪ Coordinate attendee/exhibitor registration payments ▪ Request volunteers as necessary ▪ Coordinate refunds ▪ Request any needed conference signage

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<p>Sponsorships Committee Co-Chairs</p> <ul style="list-style-type: none"> • Stacey Riechers • Linda Johaneck 	<ul style="list-style-type: none"> ▪ Submit budget to Co-Chairs and manage costs to budget ▪ Contact past conference sponsors ▪ Contact potential sponsors ▪ Identify other creative sponsor opportunities (programs, activities, events, services and supplies) ▪ Provide sponsor information to Publications ▪ Request signage from Communications/Web Coordinator and place throughout the conference ▪ Confirm/communicate with sponsors ▪ Develop material outlining sponsorship opportunities and place on website ▪ Coordinate sponsors with Exhibits and Advertising ▪ Send thank you notes to all sponsors
<p>Volunteer Committee Co-Chairs</p> <ul style="list-style-type: none"> • Mettja Overly • Lisa Henke 	<ul style="list-style-type: none"> ▪ Submit budget to Co-Chairs and manage costs to budget ▪ Contact all student chapters concerning their involvement in the conference ▪ Develop list of professional volunteers for the conference ▪ Solicit and coordinate all volunteer needs with committees/committee members ▪ Create a list of each volunteer and their responsibilities at the conference ▪ Direct volunteers ▪ Thank all volunteers