

SCECA

South Carolina Early Childhood Association

Conference Planning Manual

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SCECA Conference Policies and Guidelines

1. SCECA Conference policies must be followed unless permission for exceptions is granted through official action of the SCECA Executive Board of Directors or the Conference Planning Committee.
2. Guidelines for conference planners are intended to assist in the creative, innovative planning and implementation of the annual conference.
3. Recommendations and suggestions are derived from previous conference committees.

SCECA Conference Purposes

The primary purposes of SCECA Conferences are to provide the membership with opportunities for:

1. Participation in educational experiences which serve their varied professional needs and interests.
2. Sharing common concerns and problems and promoting public awareness of the needs of children and families in South Carolina.
 - SCECA Conferences are the most important source of income for the South Carolina Early Childhood Association.

SCECA Conference Organizational Structure

The conference organizational structure is designed to indicate the following relationships:

1. The SCECA Executive Board is the final authority in all business of the Association.
2. The SCECA Executive Director, the Meeting Planner, the and the SCECA President-elect are delegated specific responsibilities for site evaluation, making contracts for facilities and other responsibilities as designated by the Executive Board of Directors.
3. The President-elect shall be the Conference Chairperson.
4. The Conference Planning Committee approves all potential Keynote Speakers prior to contracting.
5. The SCECA Executive Board of Directors approves the conference site upon the recommendations of the Conference Planning Committee, after appraisal of all potential conference sites and facilities.
6. The Conference Planning Committee (Conference Chair – SCECA President-elect, Meeting Planner, immediate Past President and Executive Director) will oversee the general plans of the conference.
 - A. The Conference Chairperson will:
 1. Study the SCECA Conference Policies and Guidelines
 2. Recommend a theme or focus for the conference to the Conference Planning Committee for consideration before presenting a recommendation to the Executive Board for their approval.
 3. Investigate the facilities of the conference site and determine the suitability to the conference activities planned.
 4. Appoint chairpersonsof conference committees responsible for various conference functions.

Functions that remain constant are:

 - a. Program- Meeting Planner
 - b. Hospitality- appointed
 - c. Publicity- SCECA Communication Commission and Members-at-Large
 - d. Registration (Pre and On-site)- appointed for Pre-Registration, Executive Director and State Treasurer for Onsite Registration
 - e. Exhibits Chair(s)- appointed
 - f. Sticker Station – Vice President as Chair and one appointed person
 - g. Hospitality Chair- appointed
 - h. SCECA Sales Chair- appointed if needed
 5. Select members for each committee and advise committee chairs and committee members that SCECA does not pay any expenses incurred other than items pertaining directly to the committee. Personal conference expenses are not paid by SCECA.
 - B. The Meeting Planner plans all interest sessions, in keeping with the theme and focus of the conference, with the assistance from the Conference Planning Committee.
7. All business of the conference committees is transacted through the authority of the Conference Planning Committee and all conference committee chairpersons and members of committees are responsible directly to the Conference Chairperson.
8. The Conference Chairperson works directly with SCECA Conference Planning Committee in the development of the theme and the selection of topics and speakers for the general sessions.
9. Budget limits are set by the Executive Board of Directors and maintained by the Conference Chairperson. All committees must receive approval from the Conference Chairperson for any expenses to be incurred by the committee. Each committee must work within the amount appropriated for the committee in the SCECA Conference Budget.
10. Within 30 days following the close of the SCECA Conference, the Conference Chairperson shall file with the SCECA President a complete conference report.

SCECA Conference Policies

The SCECA Executive Board of Directors has approved the following general policies. They are binding upon all persons involved in the implementation of SCECA Conferences. The Conference Chairperson may request exemptions from policy.

1. The Executive Board of Directors shall delegate to the Conference Planning Committee the responsibility for appraising all potential conference sites and facilities. The committee shall return a recommendation to the Executive Board of Directors for official action.
2. The Executive Board of Directors shall delegate the general management and planning of its conference to the Conference Chair, the Meeting Planner, and the Executive Director . The Immediate Past President will act as an advisor to the planning committee.
3. The President-elect shall serve as the Conference Chairperson.
4. The Executive Board of Directors shall approve the budget for each conference.
 - a. SCECA accepts full responsibility for its authorized conferences.
 - b. The SCECA Executive Board of Directors sets all conference fees for participants and exhibitions. Categories include:
 1. Pre-Registration (by mail or through the website)
 - a. Member
 - b. Non-member
 - c. Student
 2. On-Site Registration
 - a. Member
 - b. Non-member
 - c. Student
 3. Single Day Registration
 - Registration for one session or more during the day will be charged at the rate of one full day. Attending a Pre-Conference session requires a one day conference fee.
 - Registration for more than one day will be charged the full conference rate.
 - Attendance by conference participant at any conference event requires conference registration.
 - c. The Executive Board of Directors sets limits of honoraria to be paid.
 - d. Complimentary registration is provided for:
 - SCECA Executive Board
 - SCECA Conference Committee Chairs
 - All Keynote Speakers
 - Presenters (in the case of multiple presenters for one presentation, the first listed will receive the complimentary registration)
 - Commercial Exhibitors

Those receiving complimentary registration should be informed.
 - e. Complimentary meals are provided for the distinguished guests at meal functions at which they may appear on the program and other times at the discretion of the Conference Planning Committee by special invitation (Past Presidents, Service Award recipients, etc.)
 - f. Room rental during the conference shall be paid for the following persons from the SCECA Conference Budget when not provided through complimentary rooms assigned by host hotel. SCECA will not pay for rooms reserved by committee personnel.
 - SCECA President
 - SCECA Conference Chairperson
 - SCECA Executive Director
 - SCECA Meeting Planner
 - SCECA Registration Chairs
 - SCECA Sticker Chairs
 - SCECA Exhibitor Chairs
 - SCECA AV Chairs
 - SCECA Silent Auction Chairs (one night)
 - Keynote Speakers
 - SECA President or official representative: SCECA will provide complimentary accommodations, Advocacy Luncheon ticket, Board of Directors' dinner and transportation locally for the SECA representative.

Note: The Conference Chair, SCECA Meeting Planner, the SCECA President and the Executive Director will be paid \$50/day per diem during the conference.

5. An index of presenters will be printed in the conference program.
6. A SCECA letter of appreciation and/or gift will be given to the presenters by the President-elect, the Conference Chair.
7. The Executive Board of Directors shall delegate to the Executive Director authority to negotiate and officially sign all contracts for the rental and use of conference facilities.
8. The Executive Board of Directors shall require that it receive from the Conference Chairperson regular program reports. These reports must be in writing with a copy sent to the President prior to each Board meeting. Continuous flows of communication are expected between the Conference Chairperson and the Conference Planning Committee.
9. The Conference Chairperson must submit a draft of the registration flyer and conference program for approval by the Executive Board of Directors.
10. Correspondence pertaining to the SCECA Conference is to be written on official SCECA stationary with a copy retained for the SCECA Conference files.
11. The Executive Board of Directors shall prohibit any exhibitor or presenter from using the name of the Association as an endorsement for any of the exhibitor's products or presenter sessions. This notice will appear in any conference program publications:
Permission to exhibit or present at a SCECA Conference does not imply endorsement of any product or program. SCECA reserves the right to deny the privilege of exhibiting or presenting to any person(s) who violate SCECA policy.
12. A disclaimer statement on the above policy will be printed in the conference program.
13. The SCECA President presides at all general sessions.
14. A Parliamentarian will be on duty at the annual business meeting and the Secretary will take minutes.
15. The Executive Board of Directors requires the Conference Chairperson file a complete conference report within 30 days after the conclusion of the conference.
16. The Executive Board of Directors, through its President, shall provide for the revisions and updating of the Conference Policies and Guidelines.
17. A copy of these approved Policies and Guidelines shall be placed in each Executive Board member's Blue Notebook.
18. All previous year's conference files and notebooks will be forwarded to the next Conference Chairperson at the next Board meeting after the conference.

SCECA Fiscal Guidelines

1. The Executive Board of Directors shall approve the conference budget established by the Conference Planning Committee.
2. If needed, the Conference Chair may request seed money in an amount approved by the Executive Board, 12 to 18 months prior to the conference. Accurate bookkeeping will be required and all invoices/vouchers should be attached and handed to the Executive Director. These records will become a part of the final conference financial report.
3. All monies handled in relation to the conference are the direct responsibility of the Executive Director. Any monies collected at the pre and post conference are forwarded immediately to the Executive Director.
4. The Conference Chairperson and the Meeting Planner are responsible for advance contracting of all anticipated expenditures (i.e. food service, audio-visual, outside facilities, etc.) with the approval of the Conference Planning Committee.
5. The handling of all on-site monies shall be under the direction and supervision of the SCECA Executive Director.
6. The Conference Chairperson must authorize expenses of all committees before those expenses are incurred. Committees must work within the conference budget.
7. Vouchers with receipts or invoices attached must be submitted for all expenses prior to payment.
8. All expenses to be paid to conference program participants must be filed with approval by the Conference Chairperson and submitted to the SCECA Executive Director for payment within 30 days after the close of the conference.
9. All monies collected, on-site registrations, other sales receipts, and all other related materials are processed daily during the conference under the supervision and direction of the Executive Director.

SCECA Conference Timetable

Two to Three Years Prior to Conference

1. Selection of site
 - a. Conference Planning Committee inspects sites
 - b. Executive Director presents the conference site selections to the Executive Board of Directors for approval
2. Contract for facilities
The Executive Board of Directors directs the SCECA Executive Director to contract for all conference facilities.
 - Copies of all contracts will be sent to the Conference Chair.

One to Two Years Prior to Conference

1. Suggested Keynote Speakers are presented to the Executive Board of Directors for approval.
2. Conference theme and logo are presented to Conference Planning Committee.
3. The Conference Chairperson presents a time-framed general schedule of conference events to the Executive Board.
4. Preliminary conference budget presented to SCECA Finance Committee (by March of year before the conference).

One Year Prior to Conference

1. Conference Committee begins to function.
2. Call for proposals to be published in appropriate issue(s) of SCECA SCOPE.
3. Develop Pre-registration and On-site registration forms.
4. Develop Publicity
 - Invitation (SCECA Conference flyer/card) to be distributed at the SCECA and SECA Conferences. Information should include the theme, major speakers, place and dates, contact information as well as other pertinent information.
 - Articles prepared for SCECA SCOPE and SECA publications.
 - Publicity materials distributed to SCECA Board members for use in districts throughout the state. Coordinate information with SCECA Publicity Chair.

Four to Six Months Prior to Conference

1. Printed materials designated with time lines for completion (i. e. flyers, registration materials, special event invitations, tickets, name tags, presenter confirmations and information).
2. Interest sessions confirmed. Presenters notified of acceptance.
3. Exhibitors solicited by Executive Director or Exhibits Chair.
4. Hospitality Committee functions with definite time lines for completion.
5. Other committees assigned a chair and duties:
 - Decorations
 - Food functions
 - Invitation lists
 - Speaker arrangements (i.e. travel, gifts. etc.)
 - Awards

Three Months Prior to Conference

1. Registration committee prepared to function. Executive Director should develop the registration system and train the registration committee on the system to be used.
2. Printing completed except for the final conference program.
3. Final conference program prepared in draft form.

One Month Prior to Conference

1. Registration packets prepared.
2. Final conference program printed.
3. On-site hospitality personnel assigned and trained.
4. Invitations mailed.

Day before Conference

Attend the pre-conference meeting with hotel staff, Conference Planning Committee, and SCECA President. Other Conference Committee Chairs should also be present if possible.

1. Membership verification by Pre- Registration Chair and the Executive Director.
2. Registration, hospitality, membership, and historian areas designated and prepared.
3. Decorations and signs in place.
4. Exhibits set up.

Opening Day

1. All committees function according to on-site responsibilities.

2. The Conference Chair and Conference Planning Committee are available to make decisions as needed during the conference.

Post Conference

1. All committee chairpersons should prepare their written conference report and send to the Conference Chairperson no later than 30 days after the close of the conference.
2. All bills with attached receipts should be turned in to the Conference Chairperson immediately following the close of the conference.
3. All Committee Chairs should update their notebooks and be prepared to turn them in to the next year's Conference Chairperson at the next scheduled Board meeting after the conference.

SCECA Conference Committee

Purpose:

To plan the annual SCECA Conference.

Membership:

Appointed by the Conference Chairperson (Vice President of SCECA) to chair all committees necessary for the completion and execution of plans for the conference.

Meetings:

The Conference Chairperson plans meetings as necessary. During the second year of planning, monthly meetings are recommended, as plans are finalized. The Conference Chairperson will be in constant contact via email or telephone with the Conference Committee and will meet as needed.

Role and Function:

Two years before the conference is held, planning begins. The Executive Board of Directors approves the site, a contract with the hotel is signed and Keynote Speakers are contacted. Exhibitors are invited by the President-elect and Executive Director at the SECA Conference in the year prior to the SCECA Conference. All plans for the conference are made by this committee with approval from the Executive Board of Directors.

Responsibilities: Using the conference manual as a reference:

1. Select site and have contract signed.
2. Select Keynote Speakers, presenters, and program.
3. Plan special events – tours, pre-conference seminars, etc.
4. Have programs, invitations, registration forms printed and mailed.
5. Arrange hotel accommodations and amenities for Keynote Speakers, SCECA and SECA VIPS and other dignitaries.
6. Select menus for food functions.
7. Establish registration procedures.
8. Update conference notebook and pass on to the next conference chairperson.
9. Require written committee reports at planning meetings.
10. Require written evaluation from committee chairs no later than 30 days after the conclusion of the conference.

SCECA Conference Planning Committee Responsibilities

This committee consists of the SCECA Conference Chairperson, Immediate Past President, SCECA Meeting Planner, and Executive Director, who all work as a team in planning the conference.

1. To provide consultation with and advisement to the current year's Conference Committee on matters related to conference site, theme, major speakers, planning and implementation of the annual conference prior to Executive Board of Directors approval.
2. To counsel with the Conference Chairperson about the Conference Planning Manual and serve to interpret the guidelines as needed.
3. To facilitate the Conference Committee's efforts to develop conferences which serve the purposes of SCECA.
4. Assigns complimentary rooms at conference working closely with the Conference Chairperson and the Executive Director who sends in the rooming list to the hotel.
5. Decides with Conference Chairperson all of the food function needs:
 - Type of functions (luncheon, reception, etc.)
 - Place, time
 - Invitations, guest lists, appropriate persons' addresses and mail two to three weeks prior to the event, place cards if needed.
 - Host/hostess for events

6. Decides with the Conference Chair, the keynote speaker/VIP arrangement needs:
 - Arranges Keynote/VIP travel arrangements in keeping with budget (reservations, tickets, arrival/departure pick-up, etc. – this also includes SECA VIPs).
 - Arranges hotel accommodations, special requests
 - Informs speakers and VIPs of arrangements
 - Chooses the speaker for the Advocacy Luncheon

SCECA Executive Board of Directors Responsibilities

The SCECA Executive Board of Directors approves all official policies for the annual conference. These policies include the following specific responsibilities:

1. Finalizes decision on site for annual conferences.
2. Directs the Executive Director to negotiate and sign all contracts for the rental and use of conference facilities.
3. Approves the budget including setting all conference fees.
4. Approves the conference theme.
5. Approves Keynote Speakers.
6. Receives reports from the Conference Chairperson and will insure that conference plans proceed as necessary.
7. Assumes a supporting role throughout the conference year.
8. Assumes responsibilities at the conference that will allow Board members to be visible and known by conference participants.

SCECA President Responsibilities

The SCECA President:

1. Serves as the working head of the Association to whom conference related matters are referred.
2. Presides at all general sessions of the conference.
3. Designates persons to introduce major speakers at the general sessions and others as needed or requested.
4. Serves as the official representative of the SCECA Executive Board of Directors and the SCECA membership.
5. Presents awards as indicated by Awards Committee.
6. Supervises the revisions and updating of the SCECA Conference Planning Manual.
7. A specific invitation to the SECA President to participate in the state conference should be issued by the State President well in advance of the conference.

SCECA Vice President Responsibilities

The Vice President will assume any responsibilities that the Conference Chairperson assigns to assist with the conference planning and implementation.

1. Serve as Chair of the Sticker Station with one appointed person.
2. Compiles conference evaluations and prepares a complete report of the conference to the SCECA President within 30 days and to the Executive Board of Directors at the next scheduled Board meeting.

SCECA President-elect (Conference Chairperson) Responsibilities

1. Assumes, upon election, responsibility for supervising the planning and implementation of the conference, which will be held during his/her term of office as President-elect.
2. Will be responsible for inviting the membership to the next year's conference at the closing general session of the during Vice Presidency year.
3. Refer to duties of the Conference Chairperson on Page 7-9.
4. The Conference Chair provides coordination and guidance to all conference committees and reports to SCECA President and the SCECA Conference Planning Committee. It is important that the Conference Chairperson, with the committee chairpersons, develop the kind of organizational structure that will facilitate clear communications and will provide for clear lines of responsibility and authority.
5. This Conference Chair works closely with the Meeting Planner in securing presenters for pre-conference seminars and tours. The Pre-conference sessions and tours must be planned within the parameters of the conference budget.

Pre-Conference

1. Becomes thoroughly familiar with the SCECA conference's policies and knows the responsibilities of persons and groups involved in the implementation of the SCECA Conference, including the SCECA Executive Board of Directors and the Conference Planning Committee.

2. Receives the SCECA Conference Planning Manual and previous files and records within 30 days of the conclusion of the annual conference.
3. Obtains from the SCECA Executive Director a copy of the contract with the conference facilities.
4. Visits the site to become familiar with the available space and to determine the relationship of space to the conference activities planned.
5. Meets with the Conference Planning Committee to consider the following:
 - a. Specific goals to be adopted for conference.
 - b. A theme or focus for conference.
 - c. The preliminary organizational structure for the conference.
 - d. A preliminary conference budget
 1. All monies handled in relation to the conference and all conference expenditures are the direct responsibility of the Conference Chairperson.
 2. All bills set up in the name of SCECA will be approved by the Conference Chairperson, with the counsel from the Conference Planning Committee, and will be paid by the SCECA Executive Director.
 - e. Design ad information for conference registration form.
 - f. Conference committees needed (as listed in the index of the conference manual). Other committees may be added with respect to specific conference needs with the approval of the Conference Planning Committee.
 - * All appointed Committee Chairpersons should be active members of SCECA.
6. Presents theme and logo to the SCECA Executive Board of Directors for approval.
 - a. Prepares and distributes with the SCECA Executive Director invitations to the conference for exhibitors at the SECA Conference.
7. Prepares Call for Proposals with the SCECA Meeting Planner to be printed in the appropriate issues of SCECA SCOPE prior to the conference.
8. Writes letters/emails/meets with Committee Chairpersons. Information should include:
 - a. Dates and location of conference.
 - b. Tasks of the committees taken from the Conference Planning Manual.
 - c. General directions and information concerning the conference, committee meeting dates, time schedules, etc.
 - d. Budget for the committee and notification that the Conference Chairperson must approve all expenditures and that each committee must work within the committee budget.
 - e. Vouchers for all expenses must be accompanied by receipts or invoices and must be approved by the Conference Chairperson.
 - f. Committee Chairs will receive complimentary registration. Committee members are required to pay registration.
9. Selects appropriate tours for the conference. Make sure of the number of participants the facility is willing to accommodate.
10. Develops a schedule for the Pre-conference seminars and tours.
11. Determines the cost per person for each tour taking into account the cost of transportation.
12. Secures transportation to and from the tour sites. Submit vouchers with receipts attached for expenses to the Conference Chairperson for approval of payment. Checks with the Pre-Registration Chair on numbers of participants for tours and follows through with arrangements for tours or canceling tours if reservation numbers make that necessary within two weeks prior to the beginning of the conference.
13. Notify the presenters and tour sites of their selection, schedule and approximate number of participants.
14. Supplies the Program Chairperson of the information to be included in the Conference Program about pre-conference seminars and tours.
15. Serves as a member of each conference committee. The Conference Chairperson guides and supports the work of the committees.
 - a. Assists each committee chairperson in determining a time schedule for completing steps of assigned tasks. Each committee's schedule has to fit on the general conference planning timetable.
 - b. Remain in contact with all committees as they begin and follow through with their tasks and have committee meetings when necessary. Obtains written information monthly on the work of all committees as they progress.
16. Determine with the Conference Planning Committee the conference timetable and format.
17. Present preliminary plans for the conference to the SCECA Executive Board of Directors.
18. Develops publicity in cooperation with the Publicity Committee Chairperson.
19. Remains in continuous contact with SCECA President and the SCECA Conference Planning Committee and submits a draft of the registration form and conference programs to the Executive Board of Directors for approval.
20. Works with the Registration, Program and Hospitality Chairpersons to compile all information needed for the registration form and printed conference program.
21. Contact all SCECA Committee Chairpersons to schedule meetings held during conference.

22. Arrange for all printed materials, can delegate the Meeting Planner to submit approved preliminary and final program to the printer.
23. Selects and assigns persons to introduce speakers/presenters if needed. The SCECA President presides at all General Sessions and selects those persons who will introduce major speakers.
24. Becomes thoroughly familiar with all committee plans in the event of an emergency.

During Conference

1. Takes up residence in the conference hotel at the scheduled time.
2. Checks to see that all conference committee chairpersons having on-site responsibilities are at the conference and that all committees are functioning according to plans.
3. Is available to all conference committee chairpersons for assistance in emergency situations.
4. Maintains continual contact with the conference hotel representative, SCECA President, and Conference Advisors.

Post-Conference

1. Submits all available voucher/invoices to the SCECA Executive Director for payment at the close of the conference.
2. Is available to meet with hotel personnel, Executive Director, and Conference Advisors at conclusion of the conference to review financial information.
3. Writes thank you notes to all persons invited to participate in the conference, i.e. speakers, presenters, hotel personnel, honored guests, committee chairs.
4. Delivers to successor all conference records, files and materials within 30 days of the close of the conference or at the next scheduled Board meeting.

SCECA Executive Director Responsibilities

The Executive Director serves as a consultant and technical advisor to the Conference Chairperson and Conference Committee as directed by the Executive Board of Directors and will assume other responsibilities as are assigned by the Board. These will include all pre-conference arrangements with facilities, exhibitors, food events, decorators, and security personnel.

The Executive Director, as a member of the Conference Planning Committee, visits sites, plans with the Conference Chairperson on feasibility and utilization of space for future conferences and negotiates and signs all contracts for facilities after review with the Executive Board of Directors.

The Executive Director assumes the responsibility of collecting and disbursing all conference monies according to authorized procedure and preparing all conference financial reports.

Additional office staff may be hired during these times to handle the additional workload.

Pre-Conference

1. As directed by the SCECA President, the Executive Director visits sites and evaluates facilities and presents recommendations to the President and Executive Board of Directors for approval.
2. Negotiates and sign contracts for the rental and use of all conference facilities after approval by the Executive Board of Directors. Contract are to include:
 - a. Dates of usage.
 - b. Space to be reserved.
 - c. Charges for space (sleeping rooms, meetings, and exhibit space).
 - d. Arrangements for complimentary sleeping rooms.
 - e. Complimentary use of specific facilities and space prior to the conference for such purposes as Board meetings, committee meetings, etc.
 - f. Use of specific facilities and space otherwise, i.e. particular suites, rooms, etc.
3. Confirms all arrangements with the Conference Chairperson.
4. Makes all arrangements with exhibitors, which includes contracts, notifying them of services the conference facility provides and those that must be contracted and paid for by them, and security provisions. Assigns space to all exhibitors in consort with the Exhibits Chairperson. Advises Exhibitors that all must have a signed contract even if the space is complimented.
5. Forwards all conference mail to the appropriate conference committee chairpersons. This would include tours, special events, awards, etc.
6. Consults with the Registration Chairpersons prior to registration to establish the system to be used through out the conference by both chairs.
7. Supervises and assists Registration Chairpersons during conference planning.
8. Completes and sends to SECA the Certificate of Liabilities Insurance form.

During Conference

1. Takes up residence in the conference hotel as needed prior to conference.
2. Works closely with conference facility management to insure adequate input.
3. Keeps in close contact with the Conference Chairperson for any needed support.
4. Meets with the Registration Chairs to check membership prior to conference opening.
5. Assists Exhibit Chairperson when needed to solve problems and maintain good relations with exhibitors, conference personnel, and facility management.
6. Supervises and assists Registration Chairpersons.
7. Issues invitations to Exhibitors to participate at next year's conference.

Post-Conference

1. Receives all materials related to financial records immediately after the close of the conference.
2. Serves as consultant on the committee to revise and update the SCECA Conference Planning Manual when needed.
3. At conclusion of conference, meets with SCECA Conference Chairperson, conference hotel personnel, and other appropriate persons to settle conference financial matters.
4. Pays all approved conference vouchers and invoices.
5. Prepares financial report on conference and presents it at the next scheduled Board meeting.
6. Maintains files of all pertinent information needed for future conferences.

SCECA Meeting Planner Responsibilities

The Meeting Planner works closely with the Conference Chairperson to implement the theme and focus of the conference to include workshops, interest sessions, pre-conference seminars, and other special sessions. The Conference Chairperson may elect to appoint a Pre-Conference/Tours Chairperson to secure the pre-conference seminars and tours and work with the Program Chair.

The Program Chairperson:

1. Works with and maintains frequent communication with the Conference Chairperson in planning all phases of the program.
2. Reviews the previous conference report for program ideas and recommendations. Meeting with the previous year's Meeting Planner might be useful.
3. Plans with the Conference Chairperson a timetable to implement the program. The usual format is one day for pre-conference seminars and tours and two days for interest sessions, general sessions, and special events. A general session opening the conference introduces the theme and focus while a closing general session provides the opportunity for summarizing and evaluating.
4. Selects committee with the assistance of the Conference Chairperson. This committee should include members who equitably represent the membership of SCECA.
5. Works within the conference budget and receives authorization from the Conference Chairperson for all expenses to be incurred and submits vouchers/invoices with attached receipts to the Conference Chairperson for approval of payment.
6. Prepares Call for Proposals with the SCECA Meeting Planner to be printed in the appropriate issues of SCECA SCOPE prior to the conference.
7. Plans interest sessions, workshops, and pre-conference seminars, solicits recommendations from the Conference Planning Committee as needed, and gives consideration to:
 - The goal of SCECA (from the SCECA Constitution)
 - The wide range of experiences and interests of members
 - The needs of SCECA conference participants
 - The assets and limitations of the physical space of the conference facility
 - Budget restrictions
8. Plans program to include:
 - Sessions for developing the resources and skills of classroom teachers, administrators, and direct service personnel who work with young children, their families, and their communities.
 - Theoretical or research oriented sessions
 - Sessions dealing with common interests and concerns (public kindergarten, primary, elementary, group day care, multicultural, church related programs, parent cooperatives, parent involvement, infant and toddler programs, public policy, legislation, family daycare, licensing, health and safety, child abuse, etc.).
 - Sessions planned to allow networking of ideas and information.
 - Sessions that have a clearly demonstrated relationship to the theme of the conference.
 - Sessions that provide for interaction between the participants and the presenters.
9. Reviews proposals submitted for presentations.

10. Contacts district presidents to obtain suggestions of potential session leaders and host/hostesses at sessions and for suggested topics for sessions. District Presidents should be encouraged to suggest:
 - The most qualified as interest sessions leaders
 - Those providing an equitable representation of race, sex, occupation, and age.
11. With the Conference Chairperson and the Conference Planning Committee, formulate a schedule for conference events considering:
 - a. The physical facilities
 1. The amount and location of spaces needed for meetings
 2. The space available for general sessions and small group sessions (investigate other space close to the conference facility, i.e. churches, schools, or other meeting places)
 3. The traffic patterns within the facility and the means available to get from one meeting place to another
 4. Number of elevators to be used and their locations (crowding can produce negative feelings that may outweigh the positives of the conference)
 5. Number and location of eating places, which might affect time needed for lunch
 - b. Conference participants
 1. The projected attendance for each day and each event
 2. The day or days which will have the heaviest attendance?
 3. Possible plans for a single day mini-conference for one-day participants
 4. Considerations for Saturday. Program should meet the needs of persons likely to attend that day only and still “wrap-up” the conference for full-conference participants.
 5. Consideration of evening events for local persons who can only attend late afternoon and early evening sessions.
 - c. Session schedules
 1. A balance between various types of sessions (i.e. sitting and listening vs. active participation, large group meeting and small interest groups)
 2. Allows time between sessions for:
 - Participants to move from one place to another
 - Participants to take care of personal needs
 - Participants to greet friends
 3. Allows time needed for meals given the number of persons waiting for service
 4. Time scheduled for exhibits (coordinate with Executive Director)
11. With the guidance of the Conference Chair, plans the program content. He/she plans small group sessions, workshops, research sessions, pre-conference seminars, etc. in keeping with the theme and focus of the conference:
 - a. Selects from suggested topics those that most clearly reflect:
 1. The theme of the conference
 2. The goals of SCECA
 3. The goals of the conference
 - b. Selects from suggested leaders for small group sessions those who:
 1. Are best qualified to do the job
 2. Will provide a variety of topics
 3. Will ensure equitable racial, geographical, and occupational representation
 - c. Determines number and types of sessions, keeping within the budget set by the Executive Board of Directors
 - d. Advises presenters that registration fee will be complimented. In the case of multiple presenters, the first presenter listed will be complimented.
 - e. Plans back up speakers in case of absenteeism with substitute sessions and presenters.
12. Contacts selected presenters for interest sessions.
 - A. Issues invitations to presenters for interest sessions:
 1. Possible topic/program responsibilities
 2. Dates, times of sessions, location
 3. Complimentary registration – all presenters MUST complete the registration form
 4. Length of session
 5. Inform speakers that their names will be printed in the final conference program
 6. Approximate number of participants to expect
 7. Audio-visual equipment is NOT provided. Speakers may bring their own or the Meeting Planner will forward information on how to contract with the hotel / convention center for audio-visual equipment at their own expense.
 8. Requests for special room arrangements (theater style, classroom style, extra tables, etc.)
 9. Reminders to make their own hotel sleeping room arrangements

13. Works with the Conference Chair to select non-speaker program personnel (usually including District Presidents, Executive Board of Directors, etc.)
 - A. To introduce group sessions is desired
 - B. To give greetings
 - C. To give invocation
 - D. To host small groups
 - E. To assist in other ways needed

Note: The SCECA President presides at all general sessions and selects persons to introduce major speakers. Choices of those persons should come from Executive Board of Directors, District Presidents, and SCECA Conference Committee Chairs in order that the "workers" in SCECA may be visible to the membership.

14. Issues invitations in writing to the persons selected above (#13). Invitation should:
 - A. Include program responsibility, registration status
 - B. Include date, time and place of responsibility
 - C. Request the agreement be signed by the person and returned to the Meeting Planner.
15. Reports progress of the development of this part of the program when needed to the Executive Board of Directors.
16. Prepares with the Conference Chair and the Publicity Chair any publicity to be published that pertains to the conference program.
17. Supplies the Conference Chairperson with program data to be used for registration forms and the conference printed program. The Meeting Planner and the Conference Chair must work closely on this. (Refer to the Conference Timetable.)
18. Works out meeting room assignments with Conference Chairperson and gives information to include in the final program.
19. Works with the Conference Chair to design the program and submits it to the printer under the direction of the Conference Planning Committee.

During Conference

1. The Program Chairperson is available in a specific place in order to be contacted when needed.
2. Assists or works with the Hospitality Chairperson to be sure all speakers are present and needs are satisfied.
3. Acts as host to presenters, greeting and meeting participants, and being available and useful in whatever ways possible.

Post-Conference

1. Writes thank you notes to all session presenters.
2. Submits all Program Committee final bills to the Conference Chairperson for approval of payment.
3. Prepares a written evaluation within 30 days of the end of the conference for the Conference Chairperson to include in the final conference report. Include any forms used.

SCECA Sticker Station Responsibilities

The Sticker Station Chairs work with the Conference Chairperson and the Meeting Planner in the overall coordination of the preparation of the bar code stickers for the conference. The Committee will assist with:

1. Securing assistance to pass out stickers after each session.
 2. Prepare the sheets of certified bar code stickers for each session.
 3. Assigning who the sticker people will be for each session.
 4. Taking tickets at food functions and special events.
 5. Decorations of the Sticker Station and other conference areas at the direction of the Conference Chairperson.
- ❖ 2 Co-Chairs do all the work associated with the sticker distribution
1. One chair to handle the printing and distribution of the stickers
 - . Duties include:
 - working with the meeting planner on setting up the stickers for printing so the information is on the sticker
 - deciding on how many stickers to print for each session
 - setting up the envelopes with the session title, time and room #, and sticker person
 - will number the sessions from 1-150 and put envelopes in order to make distribution faster and easier to control
 - will "man" the sticker station to pass out stickers and to collect them at the end of each session
 - will have a master copy of each session's stickers to make copies if more are needed during a session

- will pass the sticker sheets on to the Executive Director at the end of the conference
2. Second chair
 - Duties to include:
 - to solicit “sticker girls” to distribute the stickers
 - assign or let them choose the sessions to pass stickers out in
 - make a master schedule for everyone involved
 - email each sticker person to communicate the rules the sticker girls must abide by and the rules they are expected to enforce during the conference
 - will step in if there is a problem with the sticker person
 - will deliver extra stickers to rooms that need more
 - will be available at the Sticker Station during the entire conference

Pre-Conference

1. Works with committee budget and receives authorization from the Conference Chairperson for all expenses to be incurred. Submits all vouchers/invoices, with attached receipts, to the Conference Chairperson for approval of payment.

During Conference

1. The Sticker Station Chairs must be on duty during the entire conference. Is the liaison between all persons, groups, committees, etc. at the conference.
2. Remain in close contact with the Conference Chairperson.

Post-Conference

1. Supervise the collection of all official sticker sheets and give to the Executive Director at the end of the conference. Make sure all attendees take a picture of their sticker sheet prior to putting it in the basket.
2. Write thank you notes to all persons who assisted this committee in any way.
3. Submit all bills with receipts attached to the Conference Chairperson for approval of payment.
4. Prepare a written evaluation for the Conference Chairperson no later than 30 days after the close of the conference.

SCECA Hospitality Committee Responsibilities

This committee should be prepared to be the highly visible greeters of everyone to the conference. Their goal should be to see that every participant is welcomed and assisted in any way possible. This will require a large, interested and dedicated committee and will do much to insure the success of the conference.

1. The Hospitality Chair works with the Conference Chairperson in the overall coordination of the conference and is the unofficial host/hostess for all events.
2. Works with committee budget and receives authorization from the Conference Chairperson for all expenses to be incurred. Submits all vouchers/invoices, with attached receipts, to the Conference Chairperson for approval of payment.
3. Decides with the Conference Chairperson any decoration and sign needs:
 - Determine areas to be decorated in keeping with the conference theme, facility color scheme, i.e. general session, food functions, exhibit hall sign, etc.)
 - Determine what is available at conference facility
 - Locate local florist is needed
 - Determine events, which would be appropriate for conference, considering local area and conference facility (mini-conference evening, fashion show, play, auction, special food function, etc.)
 - Plan and implement accordingly
4. Determines with Conference Chair and the Meeting Planner the on-site hospitality needs (host/hostess) for session presenters, hospitality suite, hospitality desk:
 - Assists personnel to specific areas according to needs
 - Prepare and send to hospitality personnel at least two weeks prior to conference, written instructions concerning duties, responsibilities and check-in location. Allow time for briefing if needed and questions.
5. Plan for hospitality area on-site including: general conference information, specific transportation information, local information (restaurants, shopping, entertainment, etc.), first-aid, lost and found, message center for participants, emergency information.

During Conference

1. The Hospitality Chairperson must be on duty during the entire conference. Is the liaison between all persons, groups, committees, etc. at the conference.
2. Must be informed of the names of all hotel/conference facility contact persons at all times during the conference.
3. Have sufficient personnel on duty at all times during the conference to implement plans in areas this committee is responsible for assisting with: food functions, ticket collections, decorations, special events, general hospitality, hosts/hostesses.
4. Remain in close contact with the Conference Chairperson.

Post-Conference

1. Supervise the closing of all hospitality areas according to plans made with the Conference Chairperson.
2. Write thank you notes to all persons who assisted this committee in any way.
3. Submit all bills with receipts attached to the Conference Chairperson for approval of payment.
4. Prepare a written evaluation for the Conference Chairperson no later than 30 days after the close of the conference.

SCECA Communications Commission Responsibilities

The SCECA Publications Committee promotes and publicizes the conference in ways that bring public awareness and knowledge of the purposes and goals of SCECA as a professional organization and as a group interested in the development of quality child care and education of young children.

The Publications Committee must work closely with the Conference Chairperson to develop publication materials. The committee submits conference materials to the Publicist for inclusion on social media and the SCECA website.

Pre-Conference

1. Prepares materials to publicize the forthcoming conference:
 - Prepares and submits announcements for SCECA SCOPE to be included in the appropriate issues.
 - Prepares a detailed announcement giving place, dates, and theme of the conference and sends to other professional organizations and related agencies for inclusion in their publications and calendars.
2. Sends publicity about the conference for release to the following:
 - Newspapers – State, local daily/weekly
 - Radio Stations
 - Television stations

Makes preliminary contact 6 months in advance.
3. Prepare a news release packet to give to the various news media. Packet should contain information on SCECA as a professional organization that is dedicated to quality childcare and education of all young children and is a SECA affiliate with other states promoting these goals.
4. Arrange time schedules for news coverage and inform conference persons involved as to time, place, and type of media for appearance.
5. Develops ways to publicize the conference locally:
 - Exhibits in businesses, schools, churches, libraries, colleges, and universities.
 - Personal appearances at local meetings.
6. Receives authorization from the Conference Chairperson for any expenses to be incurred by committee. Submits voucher/invoices with attached receipts to the Conference Chairperson for approval of payment.

During Conference

1. Reminds appropriate persons of time and place to meet with news media.
2. Be available to meet news media upon their arrival.
3. Checks program events to be covered while in session, space, and other needs of the news media and notifies participants that news media are covering the event.
4. Have news release packets available at press locations.
5. Monitor all TV and radio spots featuring SCECA and collect copies of newspaper releases in order to evaluate the effectiveness of the publicity campaign. Give copies of newspaper releases to the Historian.

Post-Conference

1. Write thank you notes to all news media personnel and to all who assisted in the work of the committee.
2. Submit all bills to the Conference Chairperson.
3. Prepare a written evaluation for the Conference Chairperson no later than 30 days after the closing of the conference.

SCECA Registration Committee Responsibilities

This committee consists of the Pre-Registration Chair, the On-Site Registration Chair and the State Treasurer, under the direction and supervision of the Conference Chair. The Pre-Registration Chair handles and processes all conference registrations prior to the cut-off date. The Executive Director is the On-Site Registration Chair who will handle all late registrations. The committee consults with the Executive Director to establish a registration system.

Pre-Conference

In consultation with the Executive Director, this committee will:

1. Develop forms and time lines. Determine to whom registrations will be returned. Using complimentary registration policy, determine the method of informing those persons.
2. Arrange for needed space and personnel to handle registration and fees received. Determine system for processing registrations, i.e. color-coding, alphabetizing tickets, nametags, refunds, etc. Registration envelopes completely processed in the beginning saves time and energy.
3. Work within the conference budget and receive authorization for all expenses to be incurred. Submit vouchers with receipts/invoices attached to Conference Chair for approval of payment.
4. Determine registration materials needed and purchase, i.e. name tags, holders, ribbons, envelopes, etc. Purchase needed supplies for On-site also.
5. Arrange for adequate personnel to work on site at conference, setting up a schedule and reminder system.
6. Arrange with the Conference Chairperson for needed registration equipment and materials to be used on site such as:

Late registration forms	tickets	pens
Envelopes	tape	ribbons
Refund monies	nametags	calculator
Telephone		

During Conference

1. Pre-registration Chair will oversee all registration related activities associated with pre-conference registrations.
 - a. Will be present at the Pre-Registration area during the conference.
 - b. Assists registration personnel in distributing materials and registration packets.
 - c. Be available to answer questions related to registration packets that are flagged for various reasons: not a member, incorrect money sent, sessions being filled, etc.
 - d. Submit to the Conference Chairperson an accurate count of registrants, tickets sold, pre-conference seminars sold, tours sold, etc.
 - e. Send all pre-registration information to the Executive Director weekly for processing of membership renewals and depositing conference registration monies.
2. The On-Site Registration Chair is the Executive Director who will oversee all registrations for participants who have not pre-registered prior to conference. The State Treasurer will assist at this table.
 - a. Register participants on late registration forms.
 - b. Tabulate the monies collected each day and give to the Executive Director.
 - c. Keep a tally of members attending, luncheon tickets sold, pre-conference sessions sold, memberships, etc. Give these numbers to the Conference Chairperson before the Saturday General Session meeting.

Post Conference

1. Write thank you notes to all committee members.
2. Turn in all registration expenses incurred to the Executive Director with receipts attached.
3. Both, Pre-Registration Chair and On-Site Registration Chair, prepare a written evaluation for Conference Chairperson within 30 days of the end of the conference.
4. Return all registration equipment and materials to the SCECA Registration storage container.

SCECA Exhibits Chairperson

This person works closely with the SCECA Executive Director at the conference. All exhibitors' contracts are negotiated and finalized by the SCECA Executive Director. Copies of the contracts are given to the Exhibits Chairperson.

Pre-Conference

1. Becomes the liaison between the Executive Director, Conference Chairperson, and the exhibitors at the conference.
2. Receives list of exhibitors from Executive Director which should include:
 - a. Name of company
 - b. Address
 - c. Name of company representative(s) working this conference
3. Prepares the floor plan for the exhibits setup and gives/sends to the Conference Chairperson, hotel personnel, decorating company, and fire marshal prior to conference. Note: Non-commercial exhibits should be in an area separate from the commercial exhibits.
4. Receives information from the Registration Chair, Conference Chairperson, and/or Executive Director regarding:
 - a. Nametags and packets for exhibitors
 - b. Setup and break down schedules
 - c. Exhibits time schedule
 - d. Security information
 - e. Drayage
 - f. Decorators' schedule
 - g. Information about non-commercial exhibitors

During Conference

1. Welcomes the exhibitors as they setup prior to conference and continues to act as a liaison between the Conference Chair, Executive Director, and the exhibitors.
2. Give exhibitors their registration packet with conference schedules, nametags, etc.
3. Takes order for box lunches and gives to Conference Chairperson.
4. Is available to man booths for exhibitors to take restroom breaks or presentation breaks.
5. Collects door prizes from exhibitors and coordinates the door prize drawings at the Saturday General Session meeting.

Post Conference

1. Send thank you notes to exhibitors and inform them of the next conference dates.
2. Prepare a written evaluation for the Conference Chairperson within 30 days of the end of the conference.

SCECA Membership Chairperson Responsibilities (Optional)

The Membership Chairperson for SCECA will man the Membership table during the annual conference. The Chair will work with the Executive Director to crosscheck for membership questions during registration. The Chair will sign up new members and turn over any monies collected to the Executive Director daily.

The SCECA Membership Chair and the SECA Representative shall arrange for display space and arrange for staffing the space during the conference.

Prepare a written evaluation within 30 days of the end of the conference for the Conference Chairperson.

Guidelines for Other Professional Organizations Wishing to Participate During Annual SCECA Conference

1. Any requests from other professional organizations to participate or sponsor an event during the annual conference will be referred to the Conference Committee, which in turn will act on the approval of the Executive Board of Directors.
2. Requests will be considered based on:
 - a. Space available (any additional cost will be at the other organization's expense)
 - b. No business meeting may be held as part of the activities.
 - c. Conflict with annual conference seminars, sessions, and or events.
3. Members of other organization attending activity or event must register for at least one day of the conference.