

Annual Conference Steering Committee

Official Responsibilities of the Committee

The duties of this committee shall include the following:

1. Review hotel proposals for the annual conference and recommend a site to the Board of Directors. The committee shall consider geographical location, sleeping rooms, meeting rooms, quality food service at reasonable prices, professional staff, and other criteria that may affect the successful conduct of an annual conference;
2. Approve a theme which is topical and of interest to the entire profession, and which shall convey the major emphasis of the meeting to the membership and the public;
3. Approve the program format and advise staff on potential speakers;
4. Review the conduct of the immediate past annual conference, incorporating evaluation results in the planning of the next event; and
5. Assist in the administration of the conference as needed.

Duties

Members are asked to select a site for the conference, plan agenda and select speakers.

Volunteer Time Commitment

A maximum of one to two hours a month is requested. This time will be used for meetings and planning details.

Committee Meetings

Meetings are arranged on an as-needed basis to plan and finalize details. Additional meetings may be required during planning stage. Meetings are held via conference call and last approximately one hour.

FES Headquarters Contact

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