

CONFERENCE CO-CHAIR POSITION DESCRIPTION

1. Represent the interests of the sponsoring organization and act as a liaison between the Planning Committee and the sponsoring organization. Ensure the Board members of each sponsoring organization receive copies of the Planning Committee minutes when approved.
2. Participate fully as one of the planners of the Conference, taking an equal share with the other co-chair(s), in planning sessions and other events at the Conference.
3. Select and compensate session speakers within the budget assigned by the Planning Committee.
4. Alternate with the other co-chair(s) in acting as Chair of the Planning Committee, which involves setting agendas, chairing the meetings and ensuring minutes are taken and distributed.
5. Communicate and consult with the Board of the sponsoring organization on the following: theme, budget, ideas for sessions, special events, keynote speaker(s) and other details.
6. Notify the sponsoring organization of any changes or revisions required to the *Policy Guidelines for Alberta Library Conference*.
7. Ensure necessary forms (Speaker Form, Meeting Room/AV Form, Speaker's Biography Form, Session Information Form and other forms) are accurately and completely filled in by speaker(s) and passed on to the appropriate Planning Committee member. Arrange distribution of Convenor Form and note of welcome to speakers.
8. As soon as the conference program is printed, send one to each speaker(s) with a cover letter confirming compensation agreed upon, date and time of session(s).
9. Whenever possible, emphasize the role of the sponsoring organization's Executive, including using the Executive as session convenors, introducing speakers etc.
10. Arrange time on the program for the sponsoring organization's AGM and presentation of awards.
11. Represent the Conference to the sponsoring organization's members.
12. Ensure Conference documents are passed on to the following year's co-chair and liaise with that co-chair to provide continuity.

Timelines:

September 30 th	Submit names and titles of sessions to Sponsorship
October 30 th	Submit speaker agreement forms, meeting forms, conference booklet forms and accommodation request forms to Christine Sheppard.
November 15 th	Final program
January 30 th ?	Send out note of welcome along with conference booklet to speakers
January to April?	Select convenors and send out convenor checklist (not evaluation!)
March 15 th	Deadline for cancelling low enrolment sessions