



Minnesota Association for the Education of Young Children Minnesota School-Age Care Alliance

An Affiliate of **naeyc**

MnAEYC-MnSACA Annual State Conference Committee Position Description

Committee Description

The Conference Committee organizes and implements the organization's Annual State Conference in coordination with MnAEYC-MnSACA staff. The committee's primary responsibilities center on the educational content of the event, including choosing the event theme and keynote speakers. The committee works in cooperation with the Professional Development Strategies Committee to align with overall goals and strategies of the agency in order to implement successful, educational events.

Expectations of Committee Service

Time Commitment

Annual State Conference Committee Members should be prepared to spend an average of two hours per month April-February on conference committee work. This includes a monthly meeting (no meeting in March). In addition, there are opportunities for greater involvement through special project work. A **minimum** of 1 year of service is required; length of service terms is unlimited.

Meetings

Committee Members are expected to participate actively in a majority of committee meetings and action items. Materials should be read prior to the next committee meeting. Committee Members are asked to notify the Chair and Staff Liaison if they will not be available for the meeting. A call-in option to the monthly meeting is available. The Committee meets monthly for two hours.

General Committee Member Expectations

- Complete monthly action items agreed upon by the committee, including tasks related to Keynote Speaker Selection, Session Selection, and Publicity.
- Be knowledgeable of and well-prepared to promote the conference, including participating on social media.
- Recruit new members to the committee, both organization members and non-members alike.
- Be familiar with the conference website and its contents.
- Volunteer at the Annual State Conference.
- Members who attend a majority of the meetings, complete a majority of the action items and volunteer to work at the conference, will attend the conference at no cost.
- Conduct a self-evaluation upon completion of the event and report results to the Board of Directors.
- Non-members are welcome to be part of the committee, but membership and/or continued membership in MnAEYC and/or MnSACA is highly encouraged.