

Conference Committee Guidelines

The mission of the Conference Committee is to strategically plan and maintain a steady pipeline of conferences and work with conference hosts to design, develop and deliver conferences and to make sure the quality of conferences is maintained at the highest level.

Duties include:

1. Maintain the Conference Committee policies and procedures (to include Antitrust/Competition – Appendix A).
2. Strategically recruit host schools for future conferences, maintaining a pipeline at least two years in advance (with board approval).
3. Work with host schools to design and develop conferences, making sure they receive a copy of the “Conference Hosting Playbook” document.
4. Monitor conference development to ensure quality and the planning process is moving forward.
5. Attain support for host if/when needed.
6. Manage all administrative details (e.g., Policies, budget policy and reports, evaluation reports, etc.).
7. Provide final conference report.
8. Work with the Executive Director to provide the UNICON board with a committee report at each Board meeting.
9. Co-chair(s) to work effectively with other Conference Committee members to ensure they are actively involved and participative.
10. Co-chair(s) to maintain appropriate membership staffing for their respective committee.
11. UNICON Executive Director’s Office will be responsible for:
 - Maintaining, updating, and disseminating all documents related to conference policies, guidelines, budget, and planning notes.

Committee Membership

1. Normally, representatives have a senior operating level position in the host schools so that they can consult on conference organizational details with future host schools and so that they can be considered for future UNICON leadership positions.
2. There are a maximum of fifteen (15) seats on the Conference Committee
3. Two (2) seats are reserved for the committee co-chairs who are also sitting members of the UNICON Board and are appointed to the committee by the UNICON Board Chair for a term of up to six (6) years. These co-chairs will lead all aspects of committee operations and act as liaisons to the UNICON board on all matters related to UNICON conferences.
4. Nine (9) seats are reserved for representatives of member schools who are, have or will be hosting a UNICON conference. Each of these committee members serve a three (3) year term beginning two (2) full years before the start of their own school’s conference, and ending one (1) full year after the conclusion of their own school’s conference.
5. The final four (4) seats are reserved for other member schools who are interested in serving on the committee. These are considered “standing” seats and are meant to ensure that the

committee is representative of the fullest possible scope of the UNICON membership. They have no term limit and are transitioned at the discretion of the co-chairs.

6. Only one (1) representative of a member school is allowed to serve on the committee at any given time
7. Interest in participation in the committee must be submitted to UNICON administration or to the co-chairs of the committee for consideration
8. Host schools must select one (1) representative to serve according to the required term
9. Host schools may change their representative at any time and must work with the committee co-chairs on the transition
10. Only the co-chairs of the committee have the power to appoint committee members for “standing” seat vacancies