



2017 AHEPPP Conference Chair Application and Information

Thank you for your interest in serving as the 2017 AHEPPP Conference Chair. The AHEPPP 2017 Conference will take place in Dallas, Texas on November 13 - 15. Having a strong and dedicated Conference Chair is essential to the success of our conference.

Please review the following information. If you have any questions before applying, contact Laci Weeden, AHEPPP Board of Directors Conference Liaison, at laci.weeden@studentlife.gatech.edu. **Applications are due by 5:00 p.m. on Monday, October 17, 2016.**

Commitment

The Conference Chair will serve a 15-month term (November 2016 – February 2017). Preference for Conference Chair will be given to an individual who has previously served on the conference committee. The Conference Chair position requires an average of 3-5 hours per week. As the conference approaches, time commitment can increase to 8-10 hours a week. The AHEPPP 2017 Conference Chair must be able to attend AHEPPP 2016 on November 14-16, 2016 in Boulder, CO and attend AHEPPP 2017 on November 13 – 15, 2017 in Dallas, TX.

All applicants must submit a signed letter from their supervisor certifying institutional support to serve as conference chair and attend the 2017 national conference. Institutional support includes travel costs (airfare, hotel, ground transportation, meals and lodging).

Conference Chair Description

Conference Chair

Reports to Board of Directors Conference Liaison

- Observe and participate in the AHEPPP 2016 Conference to gather information to plan AHEPPP 2017
- In partnership with the Board of Directors, determine theme and design for the conference; determine the technical, operational, and social vision for the conference
- Oversee the financial, administrative and logistical management of the conference
- Plan and facilitate structure and content of all conference planning meetings
- Work with Conference Planning Committee to refine and implement conference vision and goals, and ensure Area Chairs adhere to the conference budget
- Develop and implement conference schedule (number of sessions and number of acceptances for each venue)
- Conduct a site visit with the Board of Directors Chair and Conference Liaison (expenses paid by AHEPPP)
- In collaboration with Conference Liaison, develop master conference timeline integrating detailed timelines submitted by Area Chairs
- In partnership with the Board of Directors, organize the process to search for and select the conference keynote speaker
- In collaboration with the Liaison and the Coordinator, prepare regular reports for the Board of Directors to include financial, administrative, and logistical updates/information
- Support other committee members as needed
- Act as the public face and gracious host of the conference
- Prepare and submit a conference final report (executive summary) as directed to document decisions, activities, results of new programs, and recommendations of importance to future Conference Chairs and the Board of Directors.



2017 Conference Chair Application

Submission Deadline: October 17, 2016

Please review the Conference Chair description before completing an application. If you have any questions before applying, contact Laci Weeden, Conference Liaison, at laci.weeden@studentlife.gatech.edu.

Applications are due by 5:00 p.m. on Monday, October 17, 2016.

Name

Current position/Title

Institution

Address

City

State

Zip

Office phone

Email

Years in current position: _____ Years in parent/family programming: _____

Include the following with this form:

- Current resume/vitae.
- Please write a brief statement describing why you want to Chair the AHEPPP 2017 Conference. Outline the skills and experience you have that will contribute to the conference planning process, especially any particular skills related to leading a committee of volunteers and executing a national conference. Also, share any ideas or suggestions you have for the 2017 conference in Dallas, Texas. Limit to 500 words.
- Letter of support from supervisor.

Nomination and all supporting documents should be submitted to Laci Weeden via email at laci.weeden@studentlife.gatech.edu by 5:00 p.m. on Monday, October 17, 2016.