

Fall Regional Conference Planning Chairperson shall:

The Fall Regional Conference Planning Chairperson shall be recommended by the host chapter with the approval of the REB. In the event that no chapter bids to host the conference, disapproval of the REB, or some other extenuating circumstances, a person shall be appointed by the Regional Chairperson-Elect to perform the duties under the said title.

1. Correspond with the World Headquarters and designated Conference Site Planners.
2. Secure assistance from the host chapter.
3. Formulate a committee to assist with the planning of the conference.
4. Create a registration packet to include but not limited to a welcome letter, all conference fees, directions, events, and forms.
5. Create and oversee programmatic conference agenda with the approval of the Programs Chairperson and Vice-Chairperson.
6. Manage conference logistics with assistance from the Regional Finance Zone.
7. Provide periodic updates related to upcoming conference to REB and regional membership.
8. Ensure conference expenditures are kept within their respective budgets.
9. Coordinate evaluation and assessment of regional conference.
10. Prepare and submit a conference report consisting of all business and monetary transactions no later than thirty (30) days following the said regional conference.
11. Work in conjunction with the Regional Treasurer to suggest future regional conference sites in the event no chapter bids are submitted.
12. Serve from the said regional conference of the previous year until thirty (30) days of the respective regional conference.
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13. Set up calls and meetings at least biweekly to discuss planning the conference, work with the annual convention planning committee when Annual Convention is held in Region II