



NATIONAL CONVENTION PLANNING COMMITTEE GUIDELINES

Purpose:

The National Convention Planning Committee (NCP) is essential to the success of the National Convention. The NCP is committed to the planning, development, and execution of the National Convention and serves as support to SHPE staff.

Composition: The National Convention Planning Committee is composed of professional and student members who volunteer to serve. Subcommittees are the heart of planning for the convention, and subcommittee members are responsible for supporting the staff to develop the curriculum. We are opening an application process for new volunteers to join subcommittees, each with different levels of involvement and commitment.

Term: All committee appointments will be made by SHPE staff, based upon experience and recommendations from current committee chairs as well as other sources. Chairs of the committees will also be appointed by SHPE staff with thoughtful consideration given to recommendations of committee members and level of experience.

All committee terms will be for one convention planning year which includes pre-planning, onsite execution, and post-convention follow up. This cycle covers 18 months so that we can proactively plan and execute a well thought out convention. We do encourage succession planning to keep the continuity of the planning process, but you are not limited to how many times you can serve in your role. We do ask though that once started, you are committed to completing the whole planning process cycle to the best of your ability and keep ongoing communication with staff.

If you are unable to complete your assigned role for any reason, the expectation is that you will assist with the transition of your position to the new committee member. If you do not meet the expectations and commitments of the committee role, your term may be shortened or you may be asked to leave the committee.

Committee Member Qualifications

- Must be an active member in good standing for both fiscal year prior to the Convention date and current fiscal year of Convention
- Must demonstrate an understanding and commitment to SHPE's Mission and Vision
- Must always follow SHPE's Code of Conduct
- Must demonstrate a working knowledge of SHPE's operating policies and procedures
- Must demonstrate a knowledge of the National Convention objectives and goals
- Must be able to fulfill all position duties for the duration of the planning cycle
- Must have strong career experience in the content area

- Must be a positive team player and have good communication skills to work with internal and external stakeholders
- To be considered for the Chair role, you must have previous leadership skills
- Must be able to attend Convention in person, November 1- 5, 2023
- Must be available to attend planning meetings, committee calls, and provide support throughout the entire process from January through November. This includes communication on TEAMS, Zoom, and also emails.
- If selected, will always strive to be connected and alert SHPE staff if not receiving communications.

Committee Member Expectations

Committee members are expected to actively participate in the work of the committee, provide thoughtful input to committee deliberations, and focus on the best interests of the organization and established committee goals rather than on personal interests. Committee members are expected to:

- Respond or acknowledge all correspondence in a timely manner (within 24 hours) and consistently communicate progress through email and conference call attendance. This includes providing bi-weekly/weekly updates on provided SHPE templates to be accessible by all.
- Remain open, flexible, positive and enthusiastic about the dynamic nature of this event
- Seek out opportunities to enrich the Convention and approach tasks creatively
- Openly and honestly share any personal or professional challenges experienced as part of this committee with SHPE staff
- Share planning documents with SHPE staff via Microsoft TEAMS and keep accessible to staff, committee, and leadership at all times

Committee Member Commitment

TIME

- Effective planning and execution will require calls and subcommittee meetings outside of scheduled calls with SHPE staff that will be scheduled by the committee chair
- Actual hours committed may vary depending on Convention deadlines and proximity to Convention as well as which role you are responsible for. Non-peak months may require 3-5 hours/week while peak months will see 20-25 hours/week.
- Peak months include February, June and September – November.
- Committee Chairs, Vice Chairs, Advisors, and Members must attend the 2023 National Convention in Salt Lake City, UT; November 1-5, 2023.
- Travel to be in person on-site Tuesday, October 31st, departing on Sunday, November 5, 2023
- It is expected for all committee members to be on-site. If you are unable to be in person at convention, please let SHPE staff know immediately.

- On-site time commitment may involve long hours. A typical day may start at 6am and go until 11pm. The expectation is also when your event is completed that you report to SHPE staff to assist with other volunteer duties and roles.

PRE-EVENT

- Review all relevant material before committee meetings
- Attend committee meetings and be an active participant by providing updates and/or questions to better assist with planning, this may include outreach tasks, sponsor tasks, graphics tasks, or content/speakers tasks as needed
- Pay attention to SHPE's activities that affect or are affected by the committee's work
- Support the efforts of the committee chair and carry out individual assignments made by the chair
- Work as part of the committee and staff team to ensure that the committee's work and recommendations are keeping with SHPE's mission and goals
- Use SHPE's provided communication tool, Microsoft TEAMS, to be in contact with all involved stakeholders
- Provide a cell phone and email so that we may contact you as needed in support of your program

ONSITE

- Committee members are expected to arrive no later than TUESDAY, OCTOBER 31st by 3:00 PM EST.
- While some duties do not last the duration of the convention (Wed-Sat), we do ask that once your task has completed that you report to SHPE staff for additional on-site tasks.
- There are long hours once on-site executing this convention so please be prepared for potential time standing or being available during open hours as needed.
- If you have a special need to be accommodated, please let SHPE staff know as soon as possible so that we may accommodate you.
- Use SHPE communication provided in Microsoft TEAMS to be in contact with SHPE staff or Logistics staff as needed to perform tasks or support needs.
- Be an ambassador for SHPE when working with IPC members, sponsors, and speakers.
- In upholding the SHPE Code of Conduct provided to our members, SHPE requests that committee members refrain from indulging in alcoholic beverages at functions that do not dispense alcohol, OR that you are mindful of having alcohol around members in general, as we do not want to be a negative influence; please refer to the Rules and Behavior guidelines for more information

POST-EVENT

- Any approved reimbursable expenses should be sent to SHPE no longer than (10) days post event. Payment is made Net 10 upon receipt of request.
- Approvals are only provided by SHPE Sr Director of Conferences and Events.
- Each committee must provide a “Lessons Learned” document outlining areas for improvement and strategies that were successful to the SHPE staff, in addition to participation in the Lessons Learned committee call. This occurs within 2 weeks of post event and up to 1 month post event.
- Complete post event survey sent and encourage members within your program to participate
- Provide insight to support following year prospectus review, needs, changes

Committee Chair Responsibilities

The role of the committee chair is a vital part of the success of the convention. Committee chairs are leaders who are expected to guide their committees and work with staff to develop necessary work plans. With your committee you are expected to:

- Lead with a positive and supportive attitude
- Provide outside connections to assist with speaker fulfillment or sponsor support as well as outreach to your target audience area
- Develop curriculum objectives aligned to the LeaderSHPE Model during SHPE committee training and kick-off
- Meet with the SHPE Programs team to get feedback and approval of curriculum
- Develop and adhere to detailed milestones
- Share planning documents with staff by uploading in Microsoft TEAMS
- Create a call and meeting schedule for your subcommittee to follow to meet deadlines
- Provide updates on all convention committee calls to report on your area; if not able to attend ask another member to attend or provide it via email to AlejandraB@shpe.org by 12pm CT the day of the call.

Committee Member Benefits **subject to change******

We recognize being on the Committee is a significant gift of your time and requires you to be a part of a big process. As such, you will get the below benefits as a thank you for role on the Committee.

- Paid travel to Convention which includes:
 - One (1) roundtrip domestic airline flight travel benefit up to \$600, to predetermined destination airport, through SHPE approved travel system.
 - This does not include transportation to and from your home airport or parking at the airport. If you are close enough to drive to the convention city, this will cover your reimbursement of driving expenses in lieu of air travel which

includes; Mileage reimbursement at current IRS mileage reimbursement rate for volunteers. (Reimbursement up to \$500)

- Round-trip airport transportation at Convention city upon initial arrival and departure will be provided by SHPE and will be arranged for you by SHPE staff; airport travel outside of our pre-arranged transport will not be reimbursed. Any travel during the week will not be included either unless previously approved by SHPE staff.
 - Shared lodging for the length of the Convention with one additional committee member, with the exception of medical reasons previously identified to SHPE staff. We will modify to keep in line with current safety needs as well so this is subject to change.
 - If you would like a single room, you will be responsible for paying the second half of the room. The standard room rate per night is \$226 plus taxes. If you wish to room on your own, it will be roughly \$130/night. Please let SHPE staff know no later than February if you are requesting a single room.
 - If you will be traveling with non-committee members and need to room with them, you will need to make your own arrangements through the SHPE housing block and it will not be paid by SHPE.
 - If an individual would like to make additional reservations, they are able to book their accommodations independently but must be within the SHPE internal room block utilizing housing information provided on the housing page of the SHPE convention website and at their expense.
- Some meals will be provided during onsite meetings and during convention time on a time schedule; Note you will not be reimbursed if purchased elsewhere. Dinner is not provided, or reimbursed. We also provide a ticket to the STAR Awards dinner for yourself which is included as part of your participation.
 - (2) SHPE Convention shirts will be provided for you by SHPE; Note these must be worn Wednesday & Thursday along with the following provided by you: black pants/skirt and comfortable shoes. Business attire provided by you is to be worn on Friday and Saturday. Cocktail/formal attire provided by you is for the Saturday night Gala dinner. Additional clothing need instructions will be provided to selected members in advance of the event.
 - Opportunities to meet and greet renowned speakers and presenters
 - Earn letters of recommendation for future academic or career applications
 - Gain a multitude of experience in the committee area you have joined, professional leadership, project management skills, and logistical knowledge of behind-the-scenes conference planning
 - Network with fellow professional committee/SHPE members

COVID19 Protocol

In addition to all rules and regulations relating to attendance and participation at SHPE's events, participants at in-person events must comply with all COVID-19-related procedures, whether written or oral, that may be implemented by SHPE in accordance with applicable law, including, but not limited to, health screenings, mask-wearing, testing, vaccination, and/or social distancing requirements. All such policies are mandatory and adherence to them is a condition of attendance and participation at SHPE's in-person events.

Deadline submission in Friday, January 6th. SHPE staff will inform who is chosen for the committee by mid/late January.

All members must be confirmed no later than March 17th. No changes to your individual committee roster can be made without prior approval by SHPE's Sr Director of Conferences & Events.