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| International Collaboration of PeriAnaesthesia Nurses  ICPAN | Title: Job Description:  ICPAN Conference Chair | No. | Page 1 of 1 |
| Approved By : ICPAN Board of Directors | Last Reviewed: | |
| Effective Date: Sept. 12, 2017 |
| Originated By:  Board of Directors, 2016 |

**Definitions:**

**BGM:** Biennial General Meeting held in conjunction with the ICPAN Conference

**Biennial ICPAN Conference:** Every two years a member country hosts the conference

**Board of Directors:** Known as Officers for ICPAN, Inc.

**Conference Chair:** Hosting country submits the name and resume of the person responsible for consulting with and reporting to the Board of Directors

**GAC:** Global Advisory Council

**ICPAN:** International Collaboration of PeriAnaesthesia Nurses, Incorporated

**PCO:** Professional Conference Organizer hired by the Conference Chair

**Purpose:**

To lead the development, organization and implementation of the biennial conference and general meeting in collaboration with the Board of Directors

**Reporting Structure and Requirements:**

* Will report directly to the Chair of ICPAN, Incorporated as required
* Participates in and updates the ICPAN Board of Directors during the scheduled monthly meetings
* Hires, oversees and liaises with the PCO
* Incorporates ideas and suggestions from the Chair of the GAC
* Inform the ICPAN Chair of intended presence or regrets for scheduled meetings
* If unable to fulfill his/her responsibilities as Conference Chair, must inform the ICPAN Chair immediately
* Respond to the Board of Directors in the stated timeline when additional reports or information are requested
* Provide a report to the Board of Directors following the conclusion of the conference

**Conference Committee Membership:**

The Conference Committee is chaired by the appointed Conference Chair who is responsible for any or all of the following:

* Secretary
* Treasurer
* President of the hosting country
* Past Conference Chair during transitional period
* PCO
* Program Chair
* Scientific Program Chair
* Registration Chair
* Facilities Chair
* Audio-Visual Chair
* Silent Auction Chair
* Fundraising Chair
* Marketing and Media Chair
* Hospitality Chair

**Terms of Membership:**

* Should the Conference Chair be unable to fulfill the responsibilities, the host country will submit the name and resume of a new Conference Chair to the Board of Directors
* Membership on the Conference Committee will expire at the time that the conference financial books are closed
* The outgoing Conference Chair will remain on the Board of Directors until the next Conference Chair is in place
* The Conference Chair term will be two years
* Members will support consensus decisions made by the Conference Committee

**Frequency of Meetings:**

* Call meetings of the local committee Chairs
* Attend monthly Board of Director meetings as per schedule and when required

**Roles and Responsibilities:**

* Review the ICPAN Conference Bid Documents
* Select Chairs of local committees who make up the Conference Committee
* Establish free method of communication with Conference Committee members
* Review requirements and conference planning guidelines
* Call and chair local conference committee meetings
* Assist in establishing the conference theme
* Prepare at least two (2) options of facilities for GAC review
* Establish conference bank account
* Prepare a proposed budget
* Ensure insurance meets requirements of facility/ICPAN
* Sign contract with chosen facility establishing master billing accounts, block of rooms, reservation dates, convention rooms, meal plans
* Visit conference site
* Write and invite dignitaries/guests to attend opening ceremonies, welcome in program book
* Write welcome for the program book
* Preside over opening ceremonies
* Hold debriefing meeting at the end of each conference day

At the completion of the conference:

* Ensure transfer of conference income to ICPAN with report
* Notify sponsors of outstanding amounts owing from the master bill
* Submit publicity and photos where applicable
* Thank sponsors and donors appropriately