

## POLICY STATEMENT

Functional Area: Executive Conference Committee

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<b>Related Policy:</b>	<b>None</b>
<b>Effective Date:</b>	<b>March 22, 2016</b>
<b>Approved by:</b>	<b>Board of Directors</b>
<b>Responsible Body:</b>	<b>Board of Directors</b>

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### I. POLICY STATEMENT

The Executive Conference Committee is established to oversee long-range planning for conference site selection, and may also make recommendations to the Board of Directors of candidates for annual conference chair(s). The committee works with a conference planning firm, identifies NORDP members to serve on the annual conference planning committee, and strategizes future geographic locations based on NORDP membership and recruitment plans. The committee's membership is reviewed annually and authorized by resolution of the Board. Funds will be allocated in the NORDP annual budget or the NORDP conference budget (as necessary and appropriate) to support site visits for inspection and evaluation by the conference planning firm and a representative from the Executive Conference Committee, and to provide for the deposit necessary to secure the hotel once the committee has made its recommendation to the Board.

### II. DEFINITIONS

None required.

### III. PROCEDURES

#### A. Membership

The committee shall have at least five (5) members. At least two (2) members of the committee (one of whom shall be the NORDP Treasurer, *ex officio*) must be members of the NORDP Board of Directors. At least one member shall be a prior annual conference chair or conference program chair. The committee chair, who must be a Board member to ensure communication of the committee's actions and recommendations to the Board, shall be selected by the committee. Additional members may be recruited or solicited from the NORDP membership at large and must include at least one representative from the region being considered for the conference site.

#### B. Authority and Responsibilities

The Board selects the NORDP region to host the conference, annually or otherwise. The Board grants the Executive Conference Committee the authority and responsibility to:

1. Recommend a regional rotation of locations for the annual conference, unless the Board decides to select a permanent or long-term conference site;
2. Solicit nominations of cities (within the Board-approved region) from the membership;
3. Direct the work of the conference planning firm to gather information pertinent to site selection and to negotiate with hotels;
4. Develop site selection criteria, which include (but are not necessarily limited to) the following:
  - a. Cost to participants (including travel and time);
  - b. Direct costs (facilities, audio-visual, food and beverage) to NORDP
  - c. Additional relevant criteria (e.g., if a site is under an active boycott, facing a strike, refuses to negotiate or make reasonable accommodations, is known to discriminate, etc.)

5. Apply selection criteria objectively in the interest of all NORDP members;
6. Keep the Board informed of progress, including any issues or questions that may arise during the investigation, selection, or negotiation processes; and
7. Make timely recommendations to the Board

The committee should strive to select sites two years in advance, but in no case less than one year. The contract with the hotel does not need to be final at the time the city and state for the next year's conference is announced at the annual conference.

### *C. Committee Operations*

Each year, the committee shall:

1. Review its composition and recruit replacements for any committee members wishing to step down from the committee.
2. After a full committee has been recruited, elect a chair for the committee.
3. Unless the Board has decided on a permanent or long-term conference location for the annual conference, the committee shall recommend to the Board a region to host the next annual conference(s), based upon the established rotation: every third year in the Washington, DC region, and otherwise in a NORDP region that has not hosted the conference for at least three years.
4. After the Board approves the recommended region, the committee will announce it to the NORDP members and solicit recommendations for host cities for the conference. To nominate a host city, there must be a NORDP member willing to act as a site manager within a reasonable proximity to the nominated city (see recommended text for email to membership in Section E). Allow 30 days for nominations to be submitted.
5. After the close of the nomination period, the committee will announce the nominated host cities (including the NORDP member willing to act as site manager) to the NORDP membership.
6. Review the existing site selection criteria and update or amend them as necessary and appropriate.
7. Direct the conference planning firm to gather information about possible conference hotels in the nominated cities.
8. Review information collected by the conference planning firm and, using the established site selection criteria, make recommendations to the Board for the conference location(s).
9. After approval by the Board of host cities, authorize the conference planning firm to negotiate with at least two (2) hotels in the selected city.
10. Make back-up plans for the site manager if the individual initially identified cannot serve or terminates his/her membership in NORDP.
11. Review the dates of the events, negotiated costs, and terms of the hotel finalists.
12. Make recommendation to the Board for the conference sites.
13. The Board will then announce the selected location(s) to the NORDP membership.

### *D. Conference Chair*

The Executive Conference Committee may make recommendations to the Board for candidates to be considered as annual conference chairs or co-chairs, mindful of the fact that either the conference chair or at least one of the co-chairs must be a Board member. There is no specific process for making this recommendation, but it must be discussed by the full committee and should be presented to the Board for discussion and approval no later than the second meeting of the Board after the hotel contract is signed. Unanimity is not required to make a recommendation, though if there is no consensus on the committee, each side should make its own recommendation and assess the merits of its candidates. The final decision rests with the Board.

### *E. Suggested Text for Membership Email Soliciting Potential Site Managers*

The Executive Conference Committee has begun the planning process for the [conference year] annual conference. We are considering cities in the [region name] region. We encourage members in this region to suggest cities within [region name] that might be suitable as a host city for the NORDP conference. Even better, if you live in one of these cities, please volunteer to be a site manager!

Site managers are NORDP members who provide on-site help to the committee and to NORDP's conference planning firm throughout the planning process. The majority of your time, attention, and local knowledge will be needed during the hotel selection phase. Working with NORDP's conference planners, site managers serve as the organization's eyes and ears on the ground and consider NORDP's particular needs in the selection of a conference site.

Some of the responsibilities of a site manager include:

- Visiting hotels and conference centers with staff from the conference planning firm, doing walk-throughs and speaking with hotel salespeople and convention planners to determine if a given site will be a good fit for the conference;
- Determining both conveniences and drawbacks to the hotel's location (such as proximity to or distance from transportation hubs, metro lines, the airport, and the amenities available on the property or nearby);
- Identifying local attractions and things to do that might be of interest to conference attendees arriving early or extending their stay;
- Identifying local restaurants that could serve as locations for networking dinners; and
- Reporting your experiences back to the Executive Conference Committee in a timely manner and being available if committee members have questions or need additional feedback during the selection process

After the venue is selected, site managers still provide invaluable assistance, particularly as the conference date draws nearer. There may be some last-minute issues that can't be handled over the phone or by e-mail. Altogether, you would likely spend 1-2 days during the site selection process, and not more than several hours a week in the month leading up to the conference working as a site manager. It's a fun way to engage with NORDP and provide valuable insights into your city or region.

*Approved by the Board of Directors at its regular meeting March 22, 2016.*