



International Test and Evaluation Association

Guidance Event Chair

The Event Chair is the person who accepts the overall responsibility for the event. Initial responsibilities include establishing the event objectives, determining a theme (with the Technical Program Chair) and the recruitment of a chair for each sub-committee. It is important that the target audience and the theme are congruent. The initial planning for most events begins with a small nucleus of people. It is important, however to quickly expand the committee to include representative whose expertise and knowledge will enhance and diversify the development of the program. No single company or organization should dominate the design of the event. Please note: The Annual Symposium and the Technology Review concept and host responsibility is to be decided by the ITEA Board of Directors, with candidates nominated by Chapters and/or ITEA Executive Committee through the Events Committee. The Event Chair will provide status updates to the ITEA Board of Directors as requested.

Committee chairs should be selected on the basis of their dependability, accessibility, and each individual's knowledge of the subject matter. Once this has been accomplished and the committees are in place, the Event Chair's primary duties will be to orchestrate the efforts of the various sub-committees, focus attention on responsibilities that cross committee lines and ensure that major decisions are well coordinated with the local chapter and the Board of Directors. The Event Chair should maintain a close working relationship with ITEA Headquarters.

- ❑ As appropriate, gains the support of senior management of local organizations, agencies, and companies for the event.
- ❑ In conjunction with senior management and members of the planning committee, determines the objective of the event and establishes an event theme.
- ❑ Establishes committees as required.
- ❑ Recruits chairs for all Event sub-committees and coordinates their activities.
- ❑ Develops a baseline schedule and maintains a master schedule via inputs from committee chairs.
- ❑ In concert with the Technical Program Chair, monitors the design and development of the program to ensure that it meets the stated objectives of the event.
- ❑ Drafts an agenda for all planning meetings; ensures that deadlines are met.
- ❑ Follow production schedule – to keep on target with all milestones.
- ❑ Monitors event expenditures and reallocates budgeted funds as required with ITEA HQ.
- ❑ Issues letters of invitation/acceptance to all speakers and panel chairs under ITEA letterhead.
- ❑ Provides periodic status reports to the ITEA Events Committee Chair – If the Symposium or Technology Review – must provide input through the ITEA Events Committee Chair in a read-ahead package for the Board of Directors
- ❑ Recognizes volunteer efforts.
- ❑ Originates thank you letters as appropriate to speakers, session chairs, and committee volunteers.
- ❑ Conduct regular meeting to coordinate all of the above.
- ❑ Has a person dedicated to administrative details, agendas, minutes, etc.
- ❑ Prepare lessons learned for ITEA HQ