



## **Conference Program & Yearbook Committee Description**

### **Purpose:**

This Committee's task is to envision and oversee the development of the Association's two annual conferences and ensure the successful deployment and evaluation of the conference plan. This committee will also solicit and select the sessions approved by the CEC Evaluator Committee to be presented as part of the conference program. Chair of CEC Evaluator Committee to participate in the discussions concerning the sessions. This Committee will also be tasked with assisting the Association staff on pulling together the Yearbook for each year. 2<sup>nd</sup> Vice President acts in the capacity of a Co-Chair of this committee.

### **Time Commitment:**

- There is a significant amount of time associated with being part of the Committee ahead of each one of the Conferences, typically 10 – 12 meetings ahead of the conference and several follow up meetings after each conference. This will also include email and phone correspondence ahead of the summer conference for yearbook review and approval. Meetings of this Committee occur mainly by Zoom.
- 2-3 hours of time for review of Yearbook before it goes to print.

### **Responsibility & Procedures:**

- There are no procedural outlines for the committee. Follow guidelines to pick PIE certified topics/sessions for PDH credits
- Review and approval of Yearbook

### **Goals:**

Providing successful conferences for both the summer and winter conference. Putting together a complete yearbook each year.

### **Support:**

NYSCHSA staff gather and distribute all the approved (by the CEC Evaluators Committee) session materials to the Committee members for approval as sessions for the conferences. Work as a team along with Association staff to meet and plan all the items needed to put on a successful conference, including, but not limited to choosing sessions, planning the event, planning for excursions and outings at the events, sponsorship and schedule.

### **Co-Chair:**

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