



## **Program Site Committee Description**

### **Purpose:**

This Committee is to participate in site visits to rate and recommend future Summer/Winter Conference venues. To oversee the review, scoring and selection of potential conference and golf tournament locations and venues and make recommendations to the Executive Committee. The Committee should strive to maintain a 3-year buildout of event dates.

### **Time Commitment:**

The Committee does several site visits each year typically requiring 3 days maximum. The Committee conducts the rest of its business via email to review proposals, bills, typically four to six times a year

### **Responsibility & Procedures:**

- Set-up site visits
- Receive and review draft proposals
- Visit Sites
- Rate the venues
- Recommend venues
- Review proposals from recommended venues
- Review/approval of bills associated with venues/hotels will be completed by President, Vice Presidents, Treasurer and Association Staff. Chairs will be copied on any correspondence.

### **Goals:**

- Visit 2-3 possible venues/hotels
- Recommend a location to Executive Committee for at least 2 years out.
- Develop a list of standard needs/expectations for contracts/expenses/comp rooms, etc.

### **Support:**

Work with Association staff on trip set-up, contacting venues, submitting and receiving draft proposals, and sharing final proposals and bills.

### **Co-Chair:**

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