ARTICLE VI - STANDING COMMITTEES

Section 1: Standing Committees
The following standing committees shall be established: Chapter Affairs, Code Development, Communication, Conference Planning, and Membership Support.

Section 2: Duties, Functions, and Responsibilities

Conference Planning Committee reports to the 1st Vice President and shall:

i. Propose and coordinate the educational offerings for the Spring and Fall Conferences.
   - This includes conceptualizing, developing, and maintaining all materials and programs necessary to initiate and carry on educational, training, or intellectual endeavors intended to clarify or simplify the tasks and to improve the performance and professionalism of those involved in the permitting process.

ii. Make all arrangements with the host city and conference venue including, but not limited to:
   - Schedule and reserve meeting room facilities
   - Make arrangements for any necessary equipment and supplies for speakers and training programs
   - Provide lodging/reservation information for members
   - Make arrangements for food and beverages as needed for meetings and conference sessions
   - Make arrangements for a member hospitality room
   - Coordinate any other needs as directed by the board

Section 5: Committee Chairs

a. Committee Chairs shall be selected by the Executive Board.

b. Committee Chairs shall serve a term of two (2) years and may be reappointed by the Executive Board.

c. Each Committee Chair shall be a liaison to an Executive Board member.
The Conference Planning Committee shall be responsible for planning and coordinating, prior to and during, the spring and fall bi-annual conferences. This is broken down into two tasks, Venue Administration and Education Coordination. Average time spent on Venue Administration: 4 hours a month.

WSAPT bi-annual conferences – typically:
- Spring / West side – Leavenworth /1-2 days (last M-T of April)
- Fall / East side – Chelan / 2 days (early October, coordinate with ABM dates)

10-12 MONTHS IN ADVANCE

- Venues to be booked at min 2-3 yrs in advance. Once the contract has been signed by the President, the President will forward a copy to the Board.

- Arrange a block of 40 rooms and a hospitality suite (need for hospitality suite varies per conference). Verify with the hotel how comp’d rooms are acquired (i.e. based on # of rooms booked).

- Verify with Education Coordinator if WSAPT needs to reserve speakers’ hotel guest room. If so, book as part of block of 40. Apply comp’d room (if applicable), unless otherwise designated elsewhere (scholarship, etc.).

- Coordinate catering menu with catering manager or appropriate hotel staff. A typical menu includes:
  - Coffee and tea service at time of check-in for meeting/class.
  - Lunch on our own.
  - Verify that water will be available during the entire day (preferably on the classroom tables).

- Notify hotel liaison of classroom set-up style. Request table in front of room for Exec Board Annual Business Meeting (seating for six) and flag for flag salute.
Begin preparation for Hospitality Night, if applicable, Present plans to 1st Vice President so that they can notify Executive Board and committees.

**3-4 WEEKS IN ADVANCE**

- Purchase necessary items for Hospitality Night (paper goods, silverware, food, beverages, etc.)
- Purchase thank you cards. Coordinate with Membership Support to utilized “left over” giveaways, presumably from previous conferences, for raffle giveaways. If none available, purchase up to $100.00 (i.e., four $20.00 gift cards and four $5.00 gift cards) for “giveaways” during the conference. Prepare gift basket for Hospitality Night, if applicable.

**FINAL PREPERATION AT THE CONFERENCE**

- Coordinate with hotel liaison for access to the conference room for Sunday night after the EB meeting.
- Attend Executive Board/Committee Chair meeting in advance of conference, typically the night before (Sunday).
- Have WSAPT banner available for hanging on a wall or at the sign-in table.
- Purchase flowers and candy for the registration table.
- Arrive approximately ½ hour prior to the start of the conference registration to set-up registration table and work with catering on last minute set-up and requests.
- Verify Annual Business Meeting table and flag are in place on Tuesday (meeting typically Tuesday).
- Set up easels and white boards. The easel will be used as message boards for EBoard to get information out and for attendees to ask questions.
- Be available to contact venue staff for temperature issues and catering needs.
- Thank the catering manager of the hotel. Obtain final bill and review with Treasurer. Payment will be made by the WSAPT Treasurer.

**AFTER THE CONFERENCE (Coordinate with Education Coordinator)**

- Remove any equipment WSAPT brought (i.e. easel, white board, admin supplies).
- Forward any receipts or invoices along with an expense voucher (found on Members Only Pages of wsapt.org) to the Treasurer.
- Communicate with Conference Planning Chair, Education Coordinator and the EBoard to see if changes need to be made for next time.
- Keep good records and notes of planning for meetings so you may refer to them for future conferences.
- Start planning for next conference!!
The Conference Planning Committee shall be responsible for planning and coordinating, prior to and during, the spring and fall bi-annual conferences. This is broken down into two tasks, Venue Administration and Education Coordinator. The Education Coordinator (hereinafter Education): shall conceptualize, develop, and maintain all materials and programs necessary to initiate and carry on any manner of educational, training, or intellectual endeavor intended to clarify or simplify the tasks and to improve the performance and professionalism of those involved in the permitting process. Typical time spent 4 hrs mo.

**ICC Continuing Education Benefit (CEB)** – ICC provides Chapters with the opportunity to receive a live training seminar at no cost to the Chapter. Visit [www.iccsafe.org/Chapters/Pages/CEB.aspx](http://www.iccsafe.org/Chapters/Pages/CEB.aspx) for full details on how this CEB shall be earned and how it can be used.

WSAPT bi-annual conferences – typically:
- Spring / West side – Leavenworth /1-2 days (last M-T of April)
- Fall / East side – Chelan / 2 days (early October, coordinate with ABM dates)

WSAPT owned equipment assigned to Conference Planning > Education
- Epson Projector / Laser pointer (2) / White Boards (3) with stands & cases-Pens-Eraser/ Bulletin Board and case /
- Hand cart / Power Strip / Duct tape / thumb drive

**12 - 14 MONTHS IN ADVANCE**

- ✔ Contact WSAPT’s Executive Board to verify direction for training or any ideas the EBoard may have to establish upcoming training.

- ✔ If the desired speaker is ICC-affiliated, contact ICC Chapter Liaison as early as is feasible. If established, notify ICC Liaison of dates and location. You may also need to request the speaker. Current ICC Chapter Education contact is

### Conference Planning Committee > Education Coordinator Checklist

<table>
<thead>
<tr>
<th>Date</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Conference Title</td>
<td></td>
</tr>
<tr>
<td>Location/Address</td>
<td></td>
</tr>
<tr>
<td>Speaker</td>
<td></td>
</tr>
<tr>
<td>Contact Information</td>
<td></td>
</tr>
<tr>
<td>Address</td>
<td></td>
</tr>
</tbody>
</table>
LaSonda Johnson, Learning Consultant, ICC Chicago District Office
4051 West Flossmoor Road, Country Club Hills, IL 60478
888-ICC-SAFE (422-7233) x4319 phone, 708-799-2651 fax
ljohnson@iccsafe.org

☐ ICC Speaker - periodically update WSAPT’s ICC Education liaison regarding the number of attendees. Also, ensure no issues have surfaced and to verify whether any new material or equipment is needed. No additional expenses (travel, lodging, food) are associated with ICC speakers.

☐ Independent speaker - check in every few weeks by email to ensure no issues have surfaced and to verify whether any new material or equipment is needed. Expenses associated with travel, food, lodging maybe required for independent speakers. Speakers contracted through State or Federal programs typically do not charge a fee.

- Verify if WSAPT needs to reserve speakers’ hotel guest room. If WSAPT will be reserving and paying for room, forward request to reserve to Conference Planning > Administration Coordinator (hereinafter Admin.) – to reserve speaker room.

☐ Coordinate with the speaker to confirm equipment needs
  - Communicate needed A/V equipment with the Conference Planning Chair and Venue Admin Coordinator.
  - Typical equipment needed: projection screen, overhead projector, white board and markers. If the speaker has a Power Point presentation, they may need a projector and amplification equipment.
  - Remember if it is a two track conference, double the equipment is needed.
  - Speakers are responsible for bringing their own laptops.

☐ Obtain speaker biography - forward the biography to the Board member designated to do the conference brochure; keep available for use as introduction of speaker at seminar.

☐ Some venues require their approval prior to final printing of the brochure (i.e., Campbell’s Resort, etc.)

☐ Conference Schedule – use WSAPT Conference Schedule Template on flash drive.

3 MONTHS IN ADVANCE

☐ Send conference brochure to Instructors once it’s available from the E-Board.

☐ Route brochure to: WA State ICC Chapters, including WABO, all other Permit Tech Chapters, www.mybuildingpermit.com, and WSAPT membership. Forward to WSAPT Web Master for posting online.

2 MONTHS IN ADVANCE

☐ Order class materials.
  - If the materials are ICC-sponsored workbooks, continue to keep in touch with WSAPT’s ICC Education liaison regarding the number of attendees.
  - Reminder: when ordering materials for the class(es), order 5-6 extra for latecomers.
  - Verify with ICC if additional printed material other than workbook are needed. ICC has started allowing the workbook to be downloaded, please check with ICC E-Liaison to verify if this option can be used. If speaker is not ICC-affiliated, obtain pdf of needed class documents and forward to NC for up-load to web.
WSAPT – CONFERENCE PLANNING > EDUCATION COMMITTEE CHECKLIST

- Obtain .pdf of materials and forward to Newsletter Chair for publication to WSAPT conference calendar event to be downloaded by class participants. Once posted, send download link to class participants. Remind participants no hard copies will be handed out at seminar.
- Always take five (5) copies for those who do not download required document.
- If paper copies are needed, obtain master copy/.pdf and start making copies. If your jurisdiction does not allow you to make copies, please coordinate with the President or other committee member to ensure the copies are made prior to the class.

☐ Contact ICC regarding the meeting procedures and break times, any fees due, and address where materials are to be shipped.
  ▪ Ship materials to your jurisdiction (or the Conference Planning Chair’s jurisdiction) to ensure arrival at conference location.

2 to 3 WEEKS IN ADVANCE

☐ Class Materials and Certificates
  ▪ If the speaker(s) is ICC-affiliated, contact your ICC E-liaison with a final count of the attendees so they can ship the class materials, certificates, and registration sheets. This count can be obtained from the WSAPT Treasurer.
    Reminder: when ordering materials for the class(es), order 5-6 extra for latecomers.
  ▪ If speaker(s) is not ICC-affiliated, contact each speaker to ensure there are no additional class materials that need to be prepared. If there are, get originals and have Communications upload to web OR make copies as noted above.
  ▪ CEU Certificates - If speaker(s) is ICC-affiliated, ICC will supply the certificates. Hand-out at end of class. Non-ICC-affiliated speaker, Education creates and prints the certificates. These certificates are e-mailed out to the class attendees after and within a week of the conference OR print paper copies to take with you.
  ▪ CEU Certificate template. Use Word’s “save-as” feature for the new certificates. For Preferred Provider Courses offered by WSAPT, the following information is required to be on CEU certificate. If this is not a PPP course, the ICC-issued PPP Course Number can be omitted.
    ➢ Preferred Provider (WSAPT)
    ➢ ICC-issued PPP Course Number
    ➢ Education event title, date and location (date for webinar and on-site only, and location for on-site only)
    ➢ ICC PP logo
    ➢ Attendee name
    ➢ Total course CEU as assigned by ICC PPP.
    ➢ Current President’s signature
  ▪ Conference Survey – SurveyMonkey / UserID WSAPTICC / Password Wsapt#1 - Working with Venue Admin Coordinator and EBoard, update the SurveyMonkey template. The survey should be sent out the first working day after conference with the CEU.

☐ A/V Equipment – confirm equipment is in working order.
  ▪ Remember with two speakers, double the equipment is needed.
  ▪ Coordinate with the President and to ensure equipment rented from venue is still available.
  ▪ Speakers are responsible for bringing their own laptops.

☐ Coordinate with Membership Chair a give-away from WSAPTs supply for a speaker gift, if applicable.
Send reminder e-mail to speaker(s) or liaison(s) with the following reminders:
- Travel itinerary, if applicable
- Class time and location
- A class agenda
- A request to arrive a half hour ahead of class time.
- The Education Coordinator cell phone number, in case of missed flights
- Confirm speaker’s cell phone number
- A reminder about bringing the laptop, if applicable

1 WEEK IN ADVANCE

Coordinate with Admin. re: any last minute items that may need attention.

FINAL PREPARATION AT THE CONFERENCE SITE

The night before, do a walk-through of the conference room with the Admin., President, and 1st Vice President to preview set up and location of tables for members, speakers, and registration.

Ensure all equipment is available. Duct tape down any cords over walk ways.

Verify with Admin. an associate from the conference center will be available to help if there are issues during the conference, i.e. equipment in working order. Notify Admin. for any temperature, lighting concerns which may arise.

Arrive one hour prior to the meeting for a second site review to ensure all equipment is in place and working and to greet the speaker and the members.

Ensure the ICC CEU Requirement handout / Permit Tech Required Resources handout is available at the registration table.

About 30 minutes prior to start time, ensure all equipment is set up and the speaker has water and/or something to drink.

Introduce the speaker or arrange for a Board member to do this; read the biography.

ICC class sign-in sheet – for ICC seminars, there will be a 2nd sign-in sheet which needs to be passed around at beginning of seminar. Attendees will need to enter information at a.m. session and initial A.M. box on RH side. After lunch break, they will need to initial P.M. session. The completed sign-in must be sent back to ICC.

Monitor to room to ensure the equipment remains functional, i.e. microphone is loud enough, lights turned on and off as needed, and the room temperature is adequate, etc. Contact Admin. if there are issues.

At the first break, ensure the speaker(s) receives an invitation to lunch.

Ensure the speaker(s) are aware of the location the Hospitality Room and other activities that may be taking place after the meeting.

Personally thank the speaker after the presentations OR arrange for one of the Board members to do this.
AFTER THE CONFERENCE (Coordinate with Venue Admin. Coordinator)

☐ Remove any equipment WSAPT brought or the speaker left, i.e. handouts, pens, personal items.

☐ Obtain speaker expenses and WSAPT Expense Voucher (if WSAPT is paying expenses only) or the invoice; forward for payment to WSAPT Treasurer.

☐ Communicate with Conference Planning Chair, Committee members, and Executive Board if any changes need to be made for next time.

☐ Keep good records and notes of planning for meetings so you may refer to them for future conferences.

☐ Get copies of the registration and survey results before leaving the site.

☐ Log seminar on “WSAPT Conference and Training History” spreadsheet

☐ Log all expenditures on WSAPT Education Committee Expenditures spreadsheet

☐ Email or Fax ICC registration sheet to ICC E-liaison for their records.

☐ Send extra workbooks back to ICC within 30 days for a refund; ensure you coordinate with the WSAPT Treasurer for refund. If the ICC training is the CEB, the extra workbooks do not need to be returned to ICC and can be used as giveaways at future conferences.

☐ Start planning for next conference!!