**Alliance Conference Chair**

**Higher Education User Group**

**Purpose**

The HEUG is governed by a Board of Directors. The Board consists of sixteen Directors elected by the HEUG membership, on to five Directors appointed by the HEUG President with the approval of the Board, and the Past President. Elected Directors serve for a term of three years and may serve no more than two consecutive terms. The President of the HEUG is elected by the Board of Directors for a one-year term, and may serve at most two terms as President. The remaining Officers of the Board are nominated by the President and approved by the Board, and consist of the following:

* Vice President for Communications and Membership
* Vice President for Community Development
* Vice President for Products
* Vice President for Technology
* Vice President for Administration
* Vice President Finance/Treasurer
* Secretary
* Alliance Conference Chair
* Executive Director (non-voting)

This description addresses the role of the Alliance Conference Chair.

**Key Responsibilities**

Specific to this role:

* Provide overall leadership to the conference planning team
* Establish and manage overall conference program and budgets (using info from past events and in consultation with Socious Sr. Director of Global Meetings and Events and other committee members)
* Work in a consultation role with the Sr. Director of Global Meetings and Events and other Socious staff on the following:
	+ Review planning issues, site selection issues, hotel & facilities contracts, F&B requirements, 3rd party suppliers, etc.
	+ Stay current with numbers and requirements for Housing, registration, etc
	+ Review and provide input for the Conference web site
	+ Ensure appropriate communications strategy is in place to communicate with HEUG membership regarding event
	+ Coordinate HEUG related activities and events held during the conference with Executive Director and President, including Board dinner, HEUG Booth, President’s Reception, International Reception, HEUG Annual General Meeting, HEUG Board Meeting
	+ Coordinate complimentary rooms and services for conference leadership, vip’s, and staff
	+ Ensure ADA compliance and services available (e.g. signers, dietary requirements)
	+ Review and confirm the conference sites for up to 6 years out (previously selected sites must be reviewed annually to confirm fit and terms, and one new site must be chosen annually)
* Provide direction to event planning staff
* With other planning team members:
	+ Design Opening and Closing events
	+ Select Keynote presentation(s)
	+ Administer Special programs and Oracle requirements
* Primary liaison with HEUG Board regarding plans, budget, site selection, etc
* Review and approve travel expenses for conference committee members
* Primary signing authority and decision-maker onsite
* Deliver opening remarks at the conference
* Collect and review final reports from committee chairs and event planning staff
* Thank you letters to suppliers and partners after the conference
* Provide final report to HEUG Board
* Ensure smooth transition to next year’s Conference Chair and provide support to next year’s team as Past Conference Chair

All Officers responsibilities

* Attends monthly conference calls
* Attends monthly Executive Officers conference calls
* Attends 3 in person board meetings (including Alliance)
* Attends up to 3 of Executive Officers meetings
* Prepares and recommends budget for area of responsibility
* Reviews and approves expenses related to their budget
* Reviews financial reports monthly
* Files personal expense reports within 30 of days after expense/event occurs