



Conference Planning Committee Chair Job Description

7/25/2017

The Tire Society

810 E. 10th Street, Lawrence, KS 66044

www.tiresociety.org Phone: 785-865-9403, Email: tst@allenpress.com

Who: Tire Society Member – Not the Conference Program Chair, ideally an XCOM member

Length of Term: Must serve at least 3 years. Ideally term would overlap across XCOM terms.

Mission

Produce annual Tire Society conferences that provide good value to all participants, with high quality presentations, with the objective of producing sufficient papers for the Journal of Tire Science and Technology such that the conference revenues meet or exceed expenses.

Responsibility: Lead the long term conference planning activities to sustain the conference and meet the stated mission. Manage the annual conference business and non-program content activities.

- Organize the activities and details of the conference.
- Allow conference program chair and co-chair to focus on program content.
- Manage long term conference planning such as:
 - Structural changes to the conference
 - Arranging keynote speakers for subsequent meetings
 - Setting conference meeting dates for subsequent meetings.
- Facilitate annual conference preparation meetings with the conference committee members regarding conference details.
 - Sponsorships
 - Abstract Printing
 - Awards
 - Banners
 - Other activities like vendor exhibits, webcast, etc.
- Work with the meeting manager regarding venue, conference setup, AV, meals and registration details.
- Develop a budget for the conference for approval by the Executive Committee.
- Manage the conference budget with authorization to approve activities and associated expenditures that are within the approved budget.
- Organize the conference publicity with the promotion and publicity committee
- Report to XCOM when approved large deviations in the approved budget may result in more expenses than revenue.
- Issue report of conference planning status to XCOM.
- Maintain the “Tire Society Conference Practice” document.
- Determine whether to renew the annual contract with the meeting manager.
- Work on obtaining a meeting manager replacement when necessary.