

OFDDA POLICIES

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EXECUTIVE BOARD X

DUTIES OF JOINT CONFERENCE COMMITTEE

1.0 **PURPOSE**

To maintain a joint committee with the OFCA for the purpose of ensuring that OFDDA/OFCA conference needs are met and the conference programs are meaningful.

2.0 **SCOPE**

This Policy applies to the Joint Conference Committee of the OFDDA.

3.0 **GENERAL PROVISIONS**

3.1 The OFDDA members of the Joint Conference Committee shall consist of the following persons:

- 3.1.1 Chair - First Vice President or alternate, appointed by the President if First Vice President is unable to represent OFDDA.
- 3.1.2 Second Vice President
- 3.1.3 One or two board members appointed by President
- 3.1.4. President
- 3.1.5 Executive Director/Designee

3.2 Committee Duties

- 3.2.1 Committee will consider all requests received from organizations interested in hosting a conference to determine if adequate facilities are available to meet the criteria established for hosting a conference. The Committee will then make a report to the Board of Directors on their findings.
- 3.2.2 Committee shall plan activities and budget development so the conference will be financially sound.
- 3.2.3 Committee shall be responsible for enforcement of the conference agreement and shall submit income/expense reconciliation to the Board of Directors and OFCA within 60 days following the close of the conference.

- 3.2.4 The Committee shall develop criteria to use in determining conference sites for suitability.
- 3.2.5 The Committee will determine the educational program and special events to be presented at the conferences.
- 3.2.6 Expenses incurred by Committee members in the fulfillment of these duties are paid for out of the Conference Committee budget unless they are paid by the committee members district.
- 3.2.7 Notify the Board President, and OFCA President in writing, of all committee meetings at least 30 days in advance.