

OFDDA POLICIES

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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.