

ACA New England Camp Conference Committee

Fiscal Year 2023

Purpose:

The Camp Conference Committee provides leadership and direction for ACA New England's annual New England Camp Conference. The committee members will guide and advise ACA New England staff on key decision-making points as well as help execute the conference vision, as established jointly by the committee and ACA New England Staff.

The Conference Committee has three workgroups: Program; Experience; and Expo Hall. Each committee members is asked to participate on one of the workgroups, each of which is led by a volunteer Co-Chair or ACA, New England staff member.

Overall Responsibilities:

- Promoting the conference: Spreads the word about the conference to colleagues and networks to encourage attendance.
- Attending and engaging at the conference, to be held March 30 – April 1, 2023: Committee members should plan to be on-site at the conference and commit time to volunteer activities during the conference itself (to be determined in advance of conference).
- Reviewing the committee's roles and responsibilities on an annual basis and proposing any recommended changes.

Program Workgroup Responsibilities *(led by volunteer Co-Chair):*

- Schedule:
 - Review and give feedback on conference agenda and schedule.
- Educational content:
 - Brainstorm and provide input on key conference topics and researches/reaches out to key speakers/presenters who can help fill these needs.
 - Assist with planning and speaker selection for keynotes and other all-attendee educational sessions during the conference.
 - Engage in proposal review and session selection.
- Speaker support:
 - Provide pre-conference support to speakers with individual outreach and group info sessions, as needed.
 - Provide on-site support to speakers by overseeing speaker check-in, managing room host process, and assisting speakers with any on-site session preparation/needs.
- Affinity/Special Interest Groups:
 - Establish and implement a plan for hosting and supporting affinity group meetings throughout the New England Camp Conference.
- Volunteer management:
 - Recruit and oversee volunteers, both in advance of and on-site at the conference, to help with program tasks.

Experience Workgroup Responsibilities *(led by volunteer Co-Chair):*

- Social, networking, and evening activities:
 - Plan and execute morning and evening activities, including, but not limited to: social events, health & wellness activities, state association gatherings, group meals.
 - Plan and execute CampEXPO activities to draw attendees to the hall.
- Daily kick-offs/closings:
 - Plan content for and execute daily kick-offs/announcements and conference closings.
- Sense of belonging:
 - Plan and execute first-time attendee orientation session(s) before/at the conference and makes suggestion for other outreach/communications to this group.
 - Innovate and implement additional ways to make the New England Camp Conference a more inclusive space for all attendees.
- Community connection:
 - Reach out to the local community where conference is held to give restaurants notice of the conference, identify local spots of interest, and secure meal deals/promos for attendees.
- Raffle:
 - Secure items for the annual raffle.
 - Assemble raffle packages on-site at the start of the conference.
 - Assist with post-event thank yous/donation recognition for those who provided raffle gifts.
- Volunteer management:
 - Recruit and oversee volunteers, both in advance of and on-site at the conference, to help with all above experience tasks.

Expo Hall Workgroup *(led by ACA, New England staff)*

- Vendor outreach/booth sales:
 - Assist with outreach to prospective vendors and sponsors for the Expo Hall.
- Vendor support:
 - Provide pre-event support to vendors, including an online info session.
 - Provide on-site support to vendors during check-in, throughout the EXPO, and during breakdown. This includes recruiting a volunteer team to help with tasks and taking vendor deposits on-site for the next year's EXPO.
- CampEXPO activities:
 - Liaison with Experience Workgroup to ensure CampEXPO activities are aligned with Expo Hall goals and timing. Experience Workgroup will plan and execute the activities.

Composition:

- The committee will have two Co-Chairs, one overseeing program and one overseeing experience, and an ACA, New England staff member overseeing the Expo Hall.
- Program and Experience workgroups should have 6-10 core members who reflect the diversity of the camp community ACA New England serves. Expo Hall Workgroup should have 3-5 members.
- There should be numerous additional volunteers who help complete individual/specific projects or tasks for each workgroup who will be managed by the co-chairs.

Time Commitment and Expectations:

- Program/experience workgroups: Participate in 8-10 meetings from September through the conference in March (Combination of 2 to 3 in-person meetings and the remainder via Zoom).
- Expo Hall workgroup: Participate in 5-6 meetings from September through March.
- Additional meetings/calls or time commitments may be added as needed to complete the required work within a reasonable time frame, as set jointly with the workgroups and ACA staff.
- Participate in a 1-2 hour de-brief following the event to provide feedback and suggestions for future events.
- Terms are three years with the potential to come back on the committee after a one-year break.

Reporting:

- Executive Director
- General updates to the board

Resources:

- Program Chair – Terri Mulks
- Experience Chair – Sarah Castro
- Staff / Expo Hall– Kerry Salvo