

NEW YORK STATEWIDE PAYROLL CONFERENCE BOARD

Position
Information

POSITIONS

- ❖ Board Member
- ❖ Chairperson
- ❖ Vendor Outreach Admin
- ❖ Speaker Outreach Admin
- ❖ Treasurer
- ❖ Recording Secretary
- ❖ Website Administrator
- ❖ Theme and Giveaway Admin
- ❖ RCH Approval and Certificates Admin
- ❖ Social Media Chair
- ❖ Event Photographer
- ❖ Registration Admin

BOARD MEMBER



- ❖ Attends monthly Board meetings and biweekly/weekly as conference draws closer.
- ❖ Attends site meetings and location scouts when available.
- ❖ Work on pre-conference set up on Wednesday before event.
 - Put together give-aways
 - Prepare for conference opening.
 - Determine who will be introducing each speaker. Note: Chairperson introduces Keynote speakers.
- ❖ Set up Registration table morning of event.
- ❖ Coordinate Chapter and vendor give-aways.
- ❖ Help wherever needed through out the event.
- ❖ Post conference Clean-Up
- ❖ Laugh, have fun and enjoy.

TIME COMMITMENT: Calls 1 hour per month average. Work: 3-4 Hours Site Visits 2-3 days per year. Conference 3 days.

CHAIRPERSON



- ❖ Oversees the tasks that need to be accomplished by the committee members.
- ❖ Orders print materials for the conference (Booklets, Posters).
- ❖ Emcees the event.
- ❖ Sends out save the date and event email blasts.
- ❖ Handles any event situations that may arise.
- ❖ Coordinate with Conference Direct Liasson on:
 - Conference Location Searches
 - Contract review and negotiating
 - Site visit coordination

TIME COMMITMENT. Work: 3-4 Hours Site Visits 2-3 days per year. Conference 3 days.

VENDOR OUTREACH ADMIN



- ❖ Work with Theme Admin to get Vendor Levels for Conference.
- ❖ Create a New Sponsorship Letter.
- ❖ Email prior Conference Vendors to see if they would like to sponsor again.
 - If yes, direct them to complete sponsorship document on website.
 - Verify Level and notify Treasurer to confirm payments are received.
- ❖ Obtain Logo's and other materials from Vendor for Conference Documentation and Website.
- ❖ Research New Vendors and contact them regarding the event and possible sponsorship.
- ❖ Follow up as needed with the Vendor and Treasurer.

Time Commitment: 4-5 hours throughout the planning process. The majority is up front and then mostly follow up.

SPEAKER OUTREACH ADMIN



- ❖ Reach out to the APA for the National Speaker Request.
- ❖ Reach out to prior speakers to see if they would like to speak again at the next Conference.
 - If yes, what Topics do they have that may be relevant.
 - Review the survey from the prior conference; what topics would attendees most like to see. Research possible speakers.
- ❖ Note: There may be a limitation on using another Labor Law Attorney if the Main Sponsor is an Attorney.
- ❖ Create Agenda for event. Once approved, provide to website admin to post on website.
- ❖ Obtain Presentations and Bio's for the website.
- ❖ Print Bio's for the Event.

Time Commitment: 4-5 hours throughout the planning process. The majority is up front and then mostly follow up.



TREASURER

- ❖ Reconcile Bank Statements on a monthly basis.
- ❖ Review Budget for Current year event.
- ❖ Review Menu & finalize with the venue
- ❖ Decide vendor table location (The higher the sponsorship, the better the location)/
- ❖ Finalize expenses for the current year.
- ❖ Liasson with the conference during the event (Share with Chairperson).
- ❖ Balance receipts for the conference
- ❖ Complete and file the Annual IRS filing.
- ❖ Create invoices as needed for Vendors.
- ❖ Answer questions/provide documentation as needed.

Time Commitment:. 4-5 hours throughout the planning process.



THEME AND GIVEAWAY ADMIN

- ❖ Brainstorm themes for conferences.
- ❖ Collaborate with Vendor Admin to create Vendor levels based on theme.
- ❖ Create tag lines for email blasts/social media marketing.
- ❖ Research and provide information on Conference give-aways based on theme.
- ❖ Order Give-aways and track the shipments.
- ❖ Purchase speaker gifts.
- ❖ Purchase decorations based on Conference Theme.
- ❖ Decorate tables during pre-conference set up.
- ❖ Submit entry for “Best Statewide or regional meeting” contest.

Time Commitment: 4-5 hours throughout the planning process.

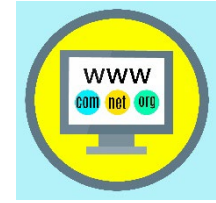


RECORDING SECRETARY

- ❖ Host Board Meetings and provide meeting invites.
- ❖ Take notes during board meetings and distribute to the Board.
- ❖ Take notes for all offsite meetings (site visits, location review)
- ❖ Update Bi-Laws as needed.
- ❖ Send surveys out as needed via Constant Contact to the event mailing list.
- ❖ Store and track leftover inventory of give-away items.

Time Commitment: 4-5 hours per year.

WEBSITE ADMINISTRATOR



- ❖ Maintain relationship with web host.
- ❖ Coordinate web host services for significant changes; including retirement of prior year conference and update of current year event.
- ❖ Maintain administrative access to the site.
- ❖ Make minor changes to the website including loading event photos to the site.
- ❖ Interact with the Hotel staff regarding audio/visual.
 - Ensure each session has all their equipment for breakouts.
- ❖ Store Chapter owned projectors and bring to the event.
- ❖ Bring laser pointers and PowerPoint Clickers for conference.

Time Commitment: 12 hours spread out over the year for the website /AV items.



RCH APPROVAL AND CERTIFICATES ADMIN

- ❖ Complete and submit the RCH application(s) to the National APA at soon as agenda is completed.
 - The application must include Knowledge, Skills and Abilities details.
- ❖ Obtain RCH Logo's from APA based on the event.
 - 1 Day (if being offered)
 - 2 Day
 - Credit per session
- ❖ Create session survey and check-in sheets required by the APA for RCH credit.
- ❖ Gather all session surveys.
- ❖ Tabulate RCH credits per attendee .
- ❖ Create and email certificate to attendee.

Time Commitment: 4-6 hours on RCH applications and 2 hours on Certificates.



SOCIAL MEDIA ADMIN

- ❖ Maintains Facebook and Linked In Web pages.
- ❖ Coordinate with Website Admin to get Logos and pictures for the pages.
- ❖ Post notices for upcoming conferences, including event reminders.
- ❖ Answer any questions posted on the sites.

Time Commitment:. 4-5 hours spread over the year for update to sites.

EVENT PHOTOGRAPHER



- ❖ Attend Pre-Conference Tour to scope out location; where sessions and vendors will be.
- ❖ Find location for Event Group Photo.
- ❖ Arrive Wednesday before conference to take photos during set up.
- ❖ Take pictures of all vendors at their booths.
- ❖ Take pictures of all speakers during their sessions.
- ❖ Organize Group Photo.
- ❖ Post-event, review photos and have loaded to the website.

Time Commitment: 1-2 hours post event.

REGISTRATION ADMIN



- ❖ Register event with APA.
- ❖ Validate registration information on the website.
- ❖ Run registration reports and provide updates to the board.
- ❖ Answer registration questions.
- ❖ Coordinate with the Treasurer to ensure all payments have been received.
- ❖ Print all documentation needed for the Conference including attendee, speaker and vendor badges.
- ❖ Provide APA with an Attendee list based on their current requirements.
- ❖ Set up Registration table with locations for Vendors, Speakers and Attendees.
- ❖ Provide registration list to board and print for registration table.
- ❖ Create Agendas for attendees based on their breakout sessions.

Time Commitment: 5-6 hours spread out during the year and post event.

TIME LINE



OCTOBER:

- Debrief
- Survey Results
- Thank you to attendees and Vendors
- Provide attendee list to APA
- Send Attendee Certificates out

NOVEMBER:

- Finalize theme

JANUARY:

- Review survey results for topic ideas
- Decide on topics
- Vendor letters updated and put on website
- Save the Date blast review

TIME LINE



MARCH:

- Save the Date Blast
- Begin discussing give-aways
- Begin Next Year Location selection

APRIL:

- Research Non Profit Donation

MAY:

- Registration opening soon blast
- Review Next Years Top 3 locations

JUNE:

- Speakers and Vendors finalized by 6/15
- Begin reviewing Registration process
- Schedule onsite review of location

TIME LINE



JULY:

- Start booklet and Poster process

AUGUST:

- 8/10 Finalize give-a-ways
- 8/15 Finalize non-profit
- 8/25 Ensure Speaker presentations are received and load to website
- 8/31 Finalize Booklet and Poster layouts

SEPTEMBER:

- Close Early-Bird (9/1-2)
- Send Booklet and Poster to Printer
- Ensure Give-aways are ordered
- Provide any special food requests to Treasurer
- Provide Hotel with final counts based on their deadline

QUESTIONS?

