



VERMONT MUNICIPAL CLERKS' AND TREASURERS' ASSOCIATION COMMITTEE DESCRIPTION

CONFERENCE COMMITTEE

Purpose

The Conference Committee is responsible for planning and coordinating all aspects of the VMCTA Annual Fall Conference, including venue selection, lodging and meal arrangements, attendee registration, speaker and exhibitor coordination, conference programming and themes, banquet and awards planning, management of gifts and entertainment, and preparation of conference materials.

The Committee ensures the conference provides high-quality professional education, networking opportunities, and member recognition while maintaining fiscal responsibility and supporting VMCTA's mission. The Committee keeps the Executive Board informed throughout the process and seeks input when necessary.

Committee Members

The Conference Committee is chaired by the Conference Chair, who is the VMCTA 1st VP. The Committee includes the following leadership roles or subcommittee chairs:

- VMCTA President
- Conference Chair, VMCTA 1st Vice President
- Continuing Education Committee Chair, VMCTA 2nd Vice President
- Treasurer
- Fundraising Committee Chair
- Sponsor & Vendor Committee Chair
- Registration Chair
- Gifts & Decorating Committee Chair

Additional volunteers may be recruited as needed.

General Committee Responsibilities

- Develop the overall conference theme and schedule for Executive Board approval.
- Coordinate logistics including venue selection, contracts, audiovisual needs, meals, décor, and signage.
- Provide educational sessions that support clerks' and treasurers' professional development.
- Secure sponsors, exhibitors, and donations to help offset conference costs.
- Oversee attendee registration, conference materials, and on-site operations.
- Ensure clear and timely communication and promotion of the conference.
- Conduct a post-conference evaluation and submit a final report to the Executive Board.
- Carry out additional responsibilities as outlined in individual subcommittee descriptions.

Timeline

- October: Select venue and confirm dates; establish committee and subcommittee chairs.
- November–December: Develop conference theme and educational tracks.
- January: Begin sponsorship outreach. Send “Save the Date” to membership & vendors.
- March–May: Confirm speakers.
- Mid-March: Send room block information to membership.
- Mid-April: Send room block information to vendors.
- June: Begin registration setup.
- July–August: Finalize décor, gifts, banquet plans, and volunteer assignments.
- One week before registration deadline: Send attendance confirmation list to full membership and vendor list.
- During conference: Manage all on-site activities and logistics.
- Post-conference: Submit reports and evaluations.