

Operating Code-NAKHE Conference Manager
(Draft Created February 2023)

ARTICLE I. NAME OF THE POSITION

- A. Name of the position shall be the Conference Manager for the National Association for Kinesiology in Higher Education (Corporation).

ARTICLE II. PLAN OF ORGANIZATION

- A. The Conference Manager shall be appointed by the President with Board of Directors approval for a term of three (3) years. Additional three-year terms may be approved upon recommendation of the President by a majority vote of the Executive Committee (President, Past-President, President-Elect).
- B. The Conference Manager will be evaluated annually by the Executive Committee with results compiled by the President with forthcoming recommendations to the Board of Directors.
- C. The Conference Manager reports to the Executive Committee and includes the President and Vice-President in email correspondence on major items.
- D. The Conference Manager will be a non-voting member of the Board of Directors

ARTICLE III. DUTIES AND RESPONSIBILITIES

- A. NAKHE Annual Conference (conference)
 - 1. Assume responsibility for planning, coordinating, and running the conference.
 - 2. Establish and maintain regular communication with NAKHE Annual Conference Task Force, as well as the Executive Committee, Vice President, and Executive Director on matters pertaining to conferences.
 - 3. Serve as Chairperson of the NAKHE Annual Conference Task Force.
 - 4. Assist the Vice-President with logistics and planning the conference schedule
 - 5. Working with the Past-President and Executive Director, coordinates contract negotiations for current and future conference arrangements.
 - 6. Secure conference sponsors and exhibitors and fulfill all obligations to these partners.
 - 7. Plan and execute conference social events such as receptions and banquets.
 - 8. Organize travel to current and future site visits in conjunction with the Vice President or Past-President.
 - 9. Along with the Executive Director, secure technological support as needed.
 - 10. Secure and manage volunteers as needed.
 - 11. Promote and manage conference registration in cooperation with the Executive Director and Webmaster.
 - 12. Develop final conference reports for review and approval by the Board of Directors.
 - 13. Works with the Webmaster and Executive Director to:
 - a. Prepare, propose, and administer the conference budget as authorized by the Board of Directors. Ensures that the Board of Directors approves any significant modifications in the budget.

- b. Develop detailed conference reports to be submitted to the Board of Directors at each of its meetings including the Annual Meeting.
 - c. Maintain records pertaining to conference registration and attendance, meal count numbers, sponsorship, exhibits fair, room night counts, and financial reports.
14. In conjunction with the Vice-President, provide leadership as conference manager in all phases of conference planning, organization, and execution. Examples include ordering awards, shipping equipment, selecting the menu, and hosting registration.
 15. Coordinate and oversee program development with the Vice-President and section chairpersons for the conference.
 16. Work with the President to execute addresses for the general sessions and lectures.
 17. Coordinate with Webmaster to provide website space for posting presenter materials.
 18. Assist Webmaster with event management software information such as the program and speaker details.
 19. Assist Marketing Committee in coordinating and executing conference marketing and public relations.
 20. Make certain that all lecturers and/or invited speakers have accommodations as needed and host available to greet them upon arrival.
 21. Prior to the conference, coordinate attendee packets with appropriate materials for those pre-registered.
 22. Coordinate conference expenses with the Executive Director.
 23. Prepare and submit a written summary of the conference to the Board of Directors following the conference for inclusion in the Corporation's files.
 24. With the approval of the Board of Directors, exercise discretionary power of rate adjustments and coordination of sponsor and other conference exhibits.
- B. Other Responsibilities**
1. Support the Leadership Institute Chairperson and Executive Director with Leader Development Workshop.
 2. Attend all Board of Directors and Executive Committee meetings and other committee meetings as needed as a non-voting member.
 3. Other appropriate duties as needed.

ARTICLE IV. Amendments to the Operations Code

- A. The operations code for the Event Manager may be amended by the Executive Committee subject to the approval of the Board of Directors.
- B. Changes to these operations codes are to be submitted to the Bylaws Chairperson by June 1st of each year. All subsequent final edits shall be submitted by November 1st in preparation for the NAKHE Annual Conference Board of Directors meeting.

Revised: (Tietjen-Smith, 2023)