



## Conference Planning Committee

**Committee Description:** Work with staff conference planners to plan and prepare for the annual ACS Conference. This is an opportunity to celebrate ACS and feature a specific state/region in a meaningful and unique way to an international audience of cheese industry professionals.

### Roles & Responsibilities:

- **What does the committee work on?** Provides input to ACS staff on various aspects of the ACS Conference.
- **What tasks do you complete each year?** Assist with recruitment of volunteers, pre-conference tour planning, Cheese Crawl planning, Meet the Cheesemaker logistics, making recommendations for off-site venues, agenda, and Event Guide review.
  - Additional responsibilities to be determined with committee chair and committee input.
- **Is any travel required?** Committee members must travel to Conference (Des Moines, IA in 2023) to assist with Conference responsibilities as assigned.

### Time Commitment:

- **What months are busiest?** The months leading up to conference are the busiest.
- **How many hours are generally expected of a committee member each month?** This committee requires a significant time commitment.
- **How long are members expected to participate on the committee?** Committee members are asked to attend all scheduled meetings and agree to a minimum one-year commitment.

### Desired Skills:

- Event planning experience
- Familiarity with ACS Conference and previous ACS Conference volunteer experience
- Familiarity with the host city venues, caterers, volunteers, activities, restaurants, etc.
- Willingness to assist with planning and on-site needs and provide input as needed.

### Current Meeting Schedule:

- Meetings are typically once a month for one hour, with additional meetings as needed. Meeting frequency increases to twice a month, then weekly as the Conference date and deadlines approach.
- Meeting days and times will be determined based on committee member input and availability.

