

COMMITTEE OPERATIONAL GUIDELINES

NCACC PROGRAM COMMITTEE (AS REVISED BY EXECUTIVE COMMITTEE MARCH 28, 2009)

The purpose of the Program Committee is to organize and present an educational program which will further the objectives of the organization, i.e., improve the skill and knowledge required of appellate court clerks and their staff, to promote and improve court administration, and to disseminate information and ideas that will improve the operation of the Clerk's offices of appellate courts.

The committee should develop a program which, in addition to meeting these objectives, will promote goodwill among members and will allow members the opportunity to provide technical and moral support to each other.

The committee, while meeting the organization's objectives, should attempt to establish a program which will allow lawyer members to receive credit under their states' (or governing bodies) continuing legal education programs. The committee should recognize that many members are not lawyers and, accordingly, the program should be balanced to take this into account.

Finally, the committee should strive to present the best program possible within the Conference's financial constraints utilizing, to the extent possible, our own members, appellate judges and other persons with expertise in the administration of justice.

GUIDELINES

Generally, it is the Committee Chairperson's responsibility to do the following:

1. Attend the critique breakfast at the previous year's conference to gather suggestions for the upcoming conference.
2. Review the program evaluations completed by program participants for the past few years to determine what topics are of interest to members. (This should be done as soon as possible after the previous year's conference is over). The results should be shared with the Committee members.
3. Review past programs to determine what topics have been covered.
4. Promote the active participation of the committee members by involving them early and soliciting their ideas for topics and speakers.

5. Consult with the Host to determine what meeting space will be available and ascertain whether there are any limitations which will impact the program, particularly break out sessions.

6. After reviewing suggestions and ideas of committee members, select program topics, in consultation with the President, establishing a format for each topic. They may include a mix of general lectures, break-out sessions, panel discussions, workshops and showcases.

7. Determine the interest of committee members and assign topics giving them a general direction for the topic and possible speakers. It is also important to discuss the amount of funds which will be available to pay expenses and fees of speakers.

8. The Committee members should select speakers, panel members, etc., for their topics. Potential speakers must be informed, in writing, prior to commitment by the speaker of reimbursable expenses, as follows:

- Round trip non-refundable coach airfare from the speaker's place of residence to the closest major airport near the conference.

- If the speaker chooses to drive, mileage at the federal government mileage rate, not to exceed the cost of airfare specified above.
- If driving, tolls incurred while driving.
- Local ground transportation by least expensive reasonable means of travel both at the host city and the originating city (e.g., shuttle instead of rental car in most circumstances);
- Meals: speaker must submit receipts – **actual** meal expenses will be reimbursed up to the federal per diem rate for each specific meal; reimbursement will not be provided for meals provided by the conference. Reimbursement requests should be made to the Program Chair using the approved Speaker Reimbursement Form, who will verify them & forward to the Treasurer for payment.
- hotel for up to two nights at the conference hotel at the single room rate.

9. Honoraria are not usually paid by the conference, except the Committee may select one speaker to be designated the Dwight D. Opperman Speaker who may be paid an honorarium up to the amount established by the Executive Committee. The designation should be noted in the confirmation letter sent to the speaker and in all conference materials referring to the speaker. Aside from the Dwight D. Opperman speaker, any honoraria must be approved in advance by the Program Chair and the Executive Committee.

10. Reimbursement requests should be made to the Program Chair, using the approved Speaker Reimbursement Form, who will verify them & forward to the Treasurer for payment.

11. Speaker engagements should be confirmed in writing, noting the dates covered and reminding them of reimbursement policies and procedures. Speakers and vendors should also be notified that they may participate in all conference activities during the days they attend the conference, except the following:

- any “What’s Bugging You” or similar session; or
- non-educational sessions, including but not limited to executive committee meetings, other committee meetings, or the Past President’s breakfast and similar other meetings; or
- any other session designated by the executive committee as being restricted to members only.

12. Notify the site host of the meeting rooms that will be necessary to present the program. A large room capable of seating approximately 100 people in “half-rounds” seating will be necessary for full group sessions and smaller rooms for breakout-sessions and workshops. A floor plan of the meeting site

should be circulated among the program committee early in the planning process to facilitate discussion.

13. The Program Committee Vice-Chair (the “Vendor Chair”) is responsible for coordinating with all vendors. The Vendor Chair should review attendees from previous conferences and extend invitations to participate in the Vendor Expo well in advance of the conference.

Four levels of participation are available:

1. Exhibitor -- \$500 - \$2,499. This entitles the company to a booth and two of their staff members to attend the Exhibitor Day (including any presentations that day) without paying the registration fee. If they wish to stay for the entire conference, they would pay the registration fee. Participation in the Vendor Lunch is included.
2. Contributor -- \$2,500 - \$4,999. This entitles the company to a booth and two of their staff members to attend the conference for the entire week without paying the registration fee. It also includes two complimentary tickets to NCACC’s annual banquet.
3. Sponsor -- \$5,000 - \$19,999. This entitles the company to a booth, an opportunity to present a vendor showcase, and for three of their staff members to attend the conference for the week without paying the registration fee. It also includes three complimentary tickets to our annual banquet.
4. Partner -- \$20,000 or more. This entitles the company to two booths, an opportunity to present a vendor showcase, and for five of their staff members to attend the conference for the week without paying a registration fee. It also includes five complimentary tickets to our annual banquet.

If Vendor Showcases are to be made available, the Vendor Chair should coordinate with the Host and the Program Chair to set aside adequate rooms. The Vendor Chair should supply all vendors with a copy of the Guidelines for Exhibitors, which includes that they are responsible for arranging their own audio-visual needs. The Vendor Chair receives funds from vendors, which should be forwarded to the Host. Close coordination between the Host, the

Program Chair and the Vendor Chair is necessary, particularly in the weeks leading up to the conference itself.

14. Generally, the program planning should progress along this time schedule;

AUGUST – SEPTEMBER: Summarize the program evaluations, contact committee members to solicit ideas and preferences. Refine the list of possible vendors to invite.

SEPTEMBER – OCTOBER: Summarize ideas and interests of members, confirm funding, develop a tentative outline of the program and send to members and president.

NOVEMBER: Revise outline as needed and present to the Executive Committee for suggestions, changes, scrapping, etc. Report Executive Committee comments to program committee and suggest revision of outline, if necessary. Give committee members deadline for reporting their proposed speakers.

DECEMBER – FEBRUARY: Contact potential speakers, confirm dates and agreed upon fees in writing. Contact potential vendors, provide guidelines for exhibiting.

MARCH: Committee members should report to the chairperson the speakers, etc. they have engaged, the financial arrangements, and any equipment, visual aids, etc. which will be required by the speaker. They should also provide a summary of the presentation which will be made.

APRIL – MAY: Chairperson should report to the Executive Committee the firm outline of the program. The program should be printed and mailed to all members with information regarding the conference.

APRIL – JULY: Prepare for any changes which need to be made in the program. Finalize vendor expo and schedule for vendor showcases, if any.

JULY: Committee members should confirm their speaker commitments by telephone.

AUGUST: Present program to the conference.

General Division of Responsibilities for Annual Conference Preparation

HOST	PROGRAM CHAIR	VENDOR CHAIR
Negotiate hotel contract	Review critique and comments from prior years	Review vendors from prior years
Arrange meals	Gather input for topics from committee, etc.	Obtain room availability for vendor expo and/or vendor showcases
Coordinate with major sponsors regarding events	Propose educational program to President and Executive Committee	Prepare a preliminary schedule, revise exhibitor guidelines, and make initial contact with possible vendors
Arrange other special events and banquet entertainment/speaker	Finalize program	Confirm vendors and coordinate with host regarding room and A/V needs
Prepare registration form, with costs of each event	Make all contacts with speakers in writing, with guidelines for reimbursement, etc.	Coordinate with host regarding vendor lunch
Coordinate registration of members and guests	Compile a list of A/V needs for speakers	Provide on-site coordination with vendors on the day of the vendor show and showcases (if any)
Finalize list of A/V needs with hotel or other provider	Compile speaker materials	Participate in critique and hand-off to next Vendor Chair
Create and maintain bank account, receive and disburse funds	Duplicate speaker materials (may be shared with host)	
Close accounts at conclusion	Coordinate on-site needs for speakers	
Report regularly to the Executive Committee	Coordinate speaker evaluations	
Calculate per-capita cost and provide to members as needed	Report regularly to the Executive Committee	
Participate in critique and hand-off to next Host	Receive and review reimbursement requests	
	Participate in critique and hand-off to next Program Chair	