



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?** Each Committee Member will join one of the subcommittees and focus on that area: pre-conference tour planning, Cheese Crawl planning, Menu Pop-Up Planning, Meet the Cheesemaker logistics, OCC Management, and Volunteer Coordinator management.
- All Committee Members will assist with recruitment of volunteers, 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 to assist with Conference responsibilities as assigned. (including pre/post tasks) Most members will need to travel to the conference on Monday.

Time Commitment:

- **What months are busiest?** October – December and April – July/conference.
- **How many hours are generally expected of a committee member each month?**
- 1-3 hours per week on average depending on time of year.
- **How long are members expected to participate on the committee?** Committee members are asked to attend all scheduled meetings and agree to a three-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:

- August – December - once a month for one hour
- January – July – biweekly for one hour (or up till the Conference date)
- Busiest as Conference date and deadlines approach.
- Additional meetings as needed
- Meeting days and times will be determined based on committee member input and availability.
- Assigned Sub-Committee Meetings as needed. Average once a month.

