



Chair Committee Position Descriptions and Timeline of List of Duties

PLANNING AND PROGRAM CHAIR

The Planning and Program Chair is the point person for OBI's annual conference held in October of each year. As Chair, you will be responsible for establishing a local committee to assist with all aspects of the conference. The committee will visit hotel sights and recommend a host hotel to the OBI Board for approval. The local committee will establish a timeline for accomplishing the tasks for planning the conference. The tasks include determining training needs of members, identify and schedule speakers, and creating a budget for conference costs. The Chair is also the point person who will work closely with the host hotel to monitor room reservations, establish menus for each day, and determine space needs for the conference. The Planning and Program Chair will participate in the OBI Board meetings and provide updates on the conference planning to the board members.