**Description and Responsibilities of Chairs**

**Housing Chair**

* Find and reserve accommodations for delegates, advisors, Regional Board of Directors, and Guests
* Contact hotels and determine availability of rooms
* Ensure arrangements are made for attendees with special needs
* Work with Registration Chair to ensure proper number of rooms are being reserved and contracted
* Work with Hospitality Chair to make sure guests are being provided snacks
* Work with Registration Chair for developing check-in/check-out procedures
* Work with Finance and Sponsorship Chair to ensure payments are being made to hotels

**Programming Chair**

* Create and Distribute Programming Proposal Forms
* Lead Programming evaluation and selection process
* Work with Facilities Chair to determine Programming times and locations
* Develop Programming section of conference binder
* Work with Finance and Sponsorship Chair to determine if any programs need certain materials or funding

**Philanthropy Chair**

* Brainstorm and create ideas and initiatives for various Philanthropic activities and events
* Work with Facilities Chair to determine time and location of Philanthropy events
* Develop Philanthropy section of conference binder
* Work with Mass Gatherings Chair to make sure Philanthropy events are attended by all schools and delegates

**Technology Chair**

* Lead and Develop the CAACURH 2017 Website
* Post CAACURH related events on social media, UMBC, and RSA pages
* Work with the Graphic Design Chair to incorporate logo and designs on website
* Work with Programming Chair to make sure any technological needs are met for programs
* Work with all Chairs, especially Communications Chair to make sure updates are quickly posted online
* Create a Guidebook program for the Guidebook app

**Graphic Design Chair**

* Develop logo and designs for CAACURH 2017
* Work with Technology Chair to ensure visual appeal of Website
* Work with Volunteer Chair to help design volunteer T-Shirt

**Communications Chair**

* Work with Registration Chair to make sure all schools and delegates are up to date with the most recent information
* Collect and distribute information between Chairs to ensure fast, and accurate communication
* Work very closely with Technology Chair to make sure the website and Guidebook app is up to date with the most recent information
* Provide a communications means between conference staff

**Spirit Chair**

* Work with the Mass Gatherings Chair to determine times and locations of various cheers
* Know all of the CAACURH cheers, and be able to lead delegates in the cheers
* Work with Graphic Design Chair to brainstorm designs to help raise spirit (banners, flyers, etc.)

**Sustainability Chair**

* Develop and plan an initiative for the sustainability of the conference (zero carbon emissions, paperless, etc.)
* Encourage recycling, and other eco -friendly initiatives
* Implement initiative conference wide, and work with Chairs to ensure sustainability initiative is followed for duration of the conference

**Facilities and Security Chair**

* Communicate with campus police, hospital, and University Health Services
* Work with Programming Chair, Mass Gatherings, Entertainment Chair, and Hospitality Chair to ensure proper number of rooms are reserved
* Ensure proper A/V equipment is in place
* Find and reserve buildings and facilities for programming, meetings, socials, entertainment, and events
* Work with Transportation Chair to ensure safety of delegates and guests at all times
* Work with UMBC facilities to ensure buildings and facilities are working and functioning properly

**Hospitality Chair**

* Work with Housing Chair to make sure guests are provided snacks
* Work with Facilities and Security Chair to reserve rooms for hospitality socials
* Plan hospitality socials and events, and ensure enough resources are available in each hospitality room
* Work with Dining/Banquet Chair to ensure enough food in each hospitality room
* Work with volunteer chair to ensure volunteers are available for all hospitality rooms and socials
* Work with Entertainment Chair to ensure Hospitality Rooms are well stocked and organized

**Dining/Banquet Chair**

* Work with catering to provide meals, banquets, socials, and hospitality rooms
* Work with Registration Chair to provide meals for guests with dietary restrictions
* Work with dining committee in planning logistics of the banquet: meals, seating, decorations, etc
* Work with Finance and Sponsorship Chair in obtaining donations for the socials

**Entertainment Chair**

* Develop and Provide Entertainment options during conference
* Work with Facilities Chair to ensure proper facilities are reserved
* Work with volunteer chair to ensure volunteers are available for all entertainment options
* Work with Hospitality Chair to ensure organization of Hospitality rooms and socials
* Work with Finance and Sponsorship Chair in the ordering of any materials

**Mass Gatherings Chair**

* Find an appropriate keynote speaker for opening and/or closing ceremonies
* Work with other Chairs to ensure Mass Gatherings such as Opening and Closing Ceremonies are well organized
* Responsible for selection of conference awards to be presented during mass gatherings
* Introduce speakers and other Chairs during Mass Gatherings

**Registration Chair**

* Create/Distribute Registration forms
* Work with Technology Chair to ensure online registration
* Keep Track of registered schools and delegates
* Work with Finance and Sponsorship Chair to ensure schools are being billed
* Work with Housing Chair to develop check-in/check-out procedures

**Volunteer Chair**

* Responsible for developing volunteer interest form/survey
* Responsible for placing volunteers under certain Chairs and committees
* Work with Graphic Design Chair to design a volunteer T-Shirt
* Point-person for all volunteers
* Work with each Chair to determine each Chair’s need for volunteers and committees