

Federation of Business Disciplines

Officers' Handbook

**including
Standing Committee Procedures
And
General Conference Policies**

Last Update: September 2016

Federation of Business Disciplines

Officers' Handbook

Preface

The Federation of Business Disciplines (FBD) Officers' Handbook contains an outline of the various tasks necessary to meet the responsibilities of the respective FBD officer positions. Also included is a suggested time sequence for the performance of these tasks. Additionally, the Handbook includes information and responsibilities related to various standing committees as well as some general policies that have a fairly broad effect on conference activities.

The FBD officers' duties, Article 2, Section B, Numbers 6a – 6j, as stated in the FBD Bylaws as amended in 2007, serve as the point of departure for compiling the contents of this Handbook. Present and former FBD officers provided particulars pertaining to the sequence of activities in which they engaged to accomplish their duties assigned in the FBD Bylaws.

This Handbook serves as a guide for current FBD office holders. Additionally, it can inform prospective FBD office holders about the specific nature of each officer position in terms of required tasks and approximate timeline of those tasks. Lastly, the Handbook can inform FBD Board members and other Association Officers as to which FBD Officer to contact when questions arise about various FBD Association activities.

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FBD BOARD OF DIRECTORS QUICK REFERENCE

FBD Board of Directors	Executive Council	President (V) – Official FBD spokesperson and Board Chair
		VP & General Program Chair (V) – Coordinates/Compiles Program
		VP & Program Chair Elect (V) – Attendance & Conference Media
		Secretary/Treasurer (V) – Registration, Financials, and Minutes
		Executive Director (NV) – Contracts & Vendor Liaison
		Immediate Past President (V) – Nominating Committee & Placement
		Past President (V) – Detailed Minutes
	Other FBD Officers	Director of Marketing (NV) – Exhibitors and Sponsorships
		Director of Placement (NV) – Employer/Applicant Recruiting
		Historian (NV) – Archives and Parliamentarian
		Journal Editor (Guest - NV) – FBD Journal
		Webmaster (NV) – Website maintenance and modification
		Coordinator of Registration (NV) – On-site registration activities
	Member Association Representatives	Two representatives from each member association (V) – association-specific matters & represent association to FBD Board
Publisher Representatives	Publisher Representatives (NV) – Provide Exhibitor feedback	

V = Voting Member of the Board; NV = Non-voting Member of the Board

PRESIDENT

Bylaws Statement of Duties (2.B.6.a):

a. President: The President shall be the chief executive officer of the Federation. He/she shall be responsible for conducting the activities of the Federation in a manner that will assure the achievement of the Federation's objectives, subject to the provisions of the Bylaws. He/she shall preside at all meetings of the Federation, but, at his/her discretion, may delegate this responsibility to the Vice-President. As necessary, the President shall nominate and the President, Vice-President, and Secretary-Treasurer shall approve by majority the Director of Placement, Director of Marketing, Webmaster, Historian, and Executive Director to serve three (3) year terms. The President, unless otherwise so provided, shall have authority to appoint all committees. Whenever possible, the President should consult with the Board of Directors before appointing committees. The President shall be responsible for keeping the Officers' Manual up to date. **Voting member of FBD Board and Executive Council.**

Term of Office:

The President serves a one-year term and cannot succeed himself/herself. The term of the President begins and ends with the election of officers at the annual meeting of the Federation as provided for in the Bylaws.

Responsibilities:

- A. Serve as official FBD spokesperson and leadership representative at conference and throughout year
- B. Preside at FBD Board of Directors meetings
- C. Preside over Executive Council meetings, in consultation with Executive Director
- D. Host FBD awards reception and banquet
- E. Host Presidential Welcome Reception
- F. Create ad hoc committees and appoint members
- G. Monitor FBD program preparation activities
- H. Communicate with Board of Directors about FBD activities
- I. Address and attempt to resolve problems that may arise, in consultation with other FBD Officers and Board members
- J. Appoint stand-in, in consultation with Executive Council, in event an FBD officer is unable to fulfill responsibilities of his/her position unless otherwise so provided by the bylaws

Time Sequence for Performing Responsibilities:

March (On-site Saturday of Conference)

- A. Distribute agenda for incoming board meeting
- B. Preside at Saturday (incoming) Board of Directors meeting
- C. Oversee appointment/election of standing and ad hoc committees

April/May

- A. Address concerns and consider conference changes as needed

June/July/August/September

- A. Participate in FBD Boot Camp
- B. Participate as member of Site Selection Committee as needed

October

- A. Prepare “President’s Message to the Federation” for inclusion in the FBD program booklet.
- B. Monitor progress on conference program
- C. Continue to oversee committee activities

November/December

- A. Select Awards Banquet menu, in consultation with Executive Director
- B. Prepare draft Executive Council agenda and request agenda items
- C. Communicate with Vice-President and General Program Chair and the Executive Director on the progress of the program and conference plans

January

- A. Distribute final Executive Council meeting agenda
- B. Lead Executive Council meeting
- C. Ensure Officer Handbook is reviewed and updated at each January Executive Council meeting

February

- A. Send official board meeting notice to members
- B. Prepare draft outgoing board agenda and request agenda items
- C. Prepare awards banquet script

March (End of Term – On-site at Conference until Saturday Board meeting)

- A. Participate in pre-conference meeting with hotel/conference staff
- B. Lead outgoing (Wednesday) Board of Directors meeting
- C. Host Awards Banquet and Reception
- D. Lead presentation of awards and recognitions at awards banquet
- E. Host Presidential Welcome Reception
- F. Maintain visible presence throughout conference activities and in exhibit area
- G. Host Executive Council meeting
- H. Ensure officer appointments are made as needed
- I. Address and attempt to resolve conference/association issues as needed
- J. Attend incoming (Saturday) Board of Directors meeting

Expectations and Support:

The President is expected to:

- Attend the annual conference
- Register as a regular attendee of the conference
- Be available and actively engaged throughout conference activities
- Be consistently and actively available in the exhibit area during peak periods and major events
- Attend the Wednesday and Saturday Board of Directors meetings
- Attend the FBD Boot Camp
- Attend the January and conference site Executive Council meetings

The President:

- Will be provided with four nights of hotel stay (Tuesday – Friday) during the annual conference by FBD at no charge (exclusive of incidentals, room service, etc.)
- May be reimbursed up to \$250 for travel costs associated with the January Executive Council
- May be reimbursed up to \$250 for travel costs associated with each site visit participation
- Does not receive any form of compensation, stipend, or salary for his/her service
- Is responsible for his/her own travel expenses and registration associated with the annual conference

VICE-PRESIDENT/GENERAL PROGRAM CHAIR

Bylaws Statement of Duties (2.B.6.b):

The Vice-President shall serve as President in the absence of the President. The Vice-President shall serve as General Program Chair for the Federation. In addition, he/she shall work closely with the Director of Marketing on program booklet advertising, prepare and distribute the FBD program booklet listing all sessions to be held by member associations, allocate meeting room space to the Federation members to hold their association meetings, and have responsibility for other on-site arrangements.

Voting Member of FBD Board and Executive Council.

Term of Office:

The Vice-President/General Program Chair serves a one-year term and cannot succeed himself/herself. The term of the Vice-President/General Program Chair will begin and end with the election of officers at the annual meeting of the Federation as provided for in the Bylaws

Responsibilities:

- A. Lead the New Program Chair meeting
- B. Conduct the Program Chair Boot Camp
- C. Oversee and coordinate the member associations' program development process
- D. Compile FBD conference program
- E. Work with Executive Director on specific member association program needs/requests
- F. Prepare and ensure posting of FBD Directory
- G. Keep Executive Council informed as to program/conference preparation progress
- H. Serve as liaison between the associations and FBD leadership
- I. Serve as FBD President in the absence of the President

Time Sequence for Performing Responsibilities:

March (On-site – Saturday of Conference)

- A. Conduct New Program Chair meeting
- B. Begin gathering directory information from associations
- C. Communicate initial deadlines
- D. Communicate Boot Camp date and encourage association program chairs attendance
- E. Attend incoming (Saturday) Board of Directors meeting

April

- A. Collect association directory information
- B. Collect association Call for Papers
- C. Ensure website is updated for forthcoming conference, in consultation with Executive Director
- D. Confirm association deadlines will provide ample time to meet FBD deadlines

May/June

- A. Complete FBD Directory and ensure it is posted to the FBD website
- B. Prepare materials for Boot Camp
- C. Conduct Boot Camp, dependent on time of event
- D. Prepare and separate previous program into files for distribution to associations

July/August

- A. Collect information (e.g., fee structures, comp room night and Food & Beverage (F&B) representative, etc.) needed by Secretary/Treasurer and Executive Director
- B. Update master program for general information found in the front and back of program book
- C. Remind association program chairs to send reminders, implement attendance marketing ideas, etc.

September/October

- A. Continue to communicate with Association Program Chairpersons about their progress in compiling the Association programs
- B. Make final decision on and initiate preparation of any special sections to be included in the FBD program
- C. Monitor association progress on submissions and communicate to Executive Council
- D. Prepare Program Chair letter for program book
- E. Get "President's Message to the Federation" from President for inclusion in book

November

- A. Compile program draft
- B. Determine specific association needs with respect to rooms, events, and setups
- C. Conduct site visit of conference hotel with Executive Director to make room assignments
- D. Complete update of preliminary and end program book pages
- E. Get hotel/conference center maps for program inclusion

December

- A. Send draft association programs out for final review
- B. Collect association programs after final review
- C. Compile association program books into master program
- D. Collect email addresses on all association award winners and communicate to Executive Director
- E. Communicate room/program/event/audiovisual needs to Executive Director on regular basis
- F. Select cover artwork for program book

January

- A. Make final edits/changes to master program book
- B. Prepare index
- C. Finalize program and send to Executive Director
- D. Ensure posting of program to website
- E. Prepare conference summary for distribution at Executive Council meeting
- F. Participate in Executive Council meeting

February

- A. Work with association program chairs on changes/problems and how to communicate via errata documents
- B. Prepare draft of agenda for Saturday Board of Directors meeting (assuming election to President will occur)
- C. Prepare conference summary for distribution at Wednesday Board of Directors meeting
- D. Prepare Quick Reference Guide

March (on-site at start and during Conference)

- A. Participate in pre-conference meeting with hotel/conference staff
- B. Present conference summary at Wednesday Board of Directors meeting
- C. Present association program chair awards at awards banquet
- D. Maintain visible presence throughout conference activities and in exhibit area
- E. Address and attempt to resolve association program issues as needed
- F. Communicate regularly with association program chairs about concerns/issues
- G. Monitor sessions to evaluate demand, attendance, etc.
- H. Finalize agenda for Saturday Board of Directors meeting (assuming election to President at Wednesday's board meeting)

Expectations and Support:

The Vice-President/General Program Chair is expected to:

- Attend the annual conference
- Register as a regular attendee of the conference
- Be available and actively engaged throughout conference activities
- Be consistently and actively available in the exhibit area during peak periods and major events
- Attend the Wednesday and Saturday Board of Directors meetings
- Conduct the FBD Boot Camp
- Attend the January and conference site Executive Council meetings
- Is responsible for his/her own travel expenses and registration associated with the annual conference

The Vice-President/General Program Chair:

- Will be provided with four nights of hotel stay (Tuesday – Friday) during the annual conference by FBD at no charge (exclusive of incidentals, room service, etc.)
- Will be provided with two nights hotel stay and lunch at the planning meeting in November
- May be reimbursed up to \$250 for travel costs associated with the January Executive Council
- Does not receive any form of compensation, stipend, or salary for his/her service

VICE-PRESIDENT FOR PROGRAMS ELECT

Bylaws Statement of Duties (2.B.6.c):

The Vice-President for Programs Elect shall serve as general assistant to the Vice-President, carrying out such duties as may be assigned.

Term of Office:

The Vice-President for Programs Elect serves a one-year term and cannot succeed himself/herself. The term of the Vice-President for Programs Elect begins and ends with the election of officers at the annual meeting of the Federation as provided for in the Bylaws. **Voting Member of FBD Board and Executive Council.**

Responsibilities:

- A. Prepare Early Call for Papers
- B. Focus on building conference attendance by developing ideas and initiatives in consultation with Executive Director and Program Chair
- C. Coordinate the use of visual media to document conference activities and promote conference ambiance
- D. Participate in Conference Concierge activities
- E. Assist the Vice-President and General Program Chair when called upon to do so

Time Sequence for Performing Responsibilities:

March/April

- A. Solicit and develop ideas for increasing conference attendance

May/June/ July/August/September/October

- A. Participate in FBD Boot Camp.
- B. Lead discussion on ideas and initiatives for increasing conference attendance
- C. Implement ideas for increasing attendance, in consultation with association and FBD program chair

November/December

- A. Prepare “Early” Call for Papers
- B. Ensure “Early” Call for Papers is sent to Executive Director for printing and posting to website
- C. Gather documents needed for role as General Program Chair

January/February

- A. Participate in the FBD Executive Council meeting.
- B. Gather documents and files needed for role as General Program Chair
- C. Establish timelines and deadlines for distribution at New Program Chair meeting
- D. Prepare agenda for New Program Chair meeting
- E. Begin soliciting associations for information on incoming association program chair
- F. Organize/prepare visual media files for conference
- G. Coordinate coverage of photography and visual media for upcoming conference

March/On-site

- A. Attend pre-conference meeting with hotel/conference staff
- B. Attend incoming (Wednesday) Board of Directors meeting
- C. Monitor and oversee visual capture of conference activities
- D. Participate in Conference Concierge activities
- E. Monitor conference activities/demand/associations to help assist in next year's planning
- F. Seek out and make communication with new incoming association program chairs
- G. Monitor success of attendance increase initiatives and communicate summary to incoming FBD Program Chair Elect

Expectations and Support:

The Vice-President for Programs Elect is expected to:

- Attend the annual conference
- Register as a regular attendee of the conference
- Be available and actively engaged throughout conference activities
- Be consistently and actively available in the exhibit area during peak periods and major events
- Attend the Wednesday and Saturday Board of Directors meetings
- Attend the FBD Boot Camp
- Attend the January and conference site Executive Council meetings

The Vice-President for Programs Elect:

- Will be provided with four nights of hotel stay (Tuesday – Friday) during the annual conference by FBD at no charge (exclusive of incidentals, room service, etc.)
- May be reimbursed up to \$250 for travel costs associated with the January Executive Council
- Does not receive any form of compensation, stipend, or salary for his/her service
- Is responsible for his/her own travel expenses and registration associated with the annual conference

SECRETARY-TREASURER

Bylaws Statement of Duties (2.B.6.d):

The Secretary-Treasurer shall maintain a headquarters for the Federation of Business Disciplines. He/she shall have responsibility for the funds of the Federation, supervise registration, issue checks for any disbursements, keep complete and accurate books of accounts showing all receipts and disbursements, and present a financial report of the Federation's activities at the annual meeting. He/she shall keep minutes of all business meetings of the Federation and all other pertinent records. The Secretary-Treasurer shall nominate and the President, Vice-President, and Secretary-Treasurer shall approve by majority the Coordinator of Registration to serve an annual term. **Voting Member of FBD Board and Executive Council.**

Term of Office:

The Secretary-Treasurer serves a three-year term and cannot succeed himself/herself. The three-year term of the Secretary-Treasurer will begin and end with the election of officers at the appropriate annual meeting of the Federation as provided for in the Bylaws.

Although the "official" term of office begins/ends at the annual meeting, the "administrative" term of office does not end until June 30. A large portion of March, April and into May is dedicated to wrapping up final registration reports, paying conference bills, responding to request from associations for member lists and/or data, and beginning the preparation of the financials. Financials for each conference year are completed after the June bank statement is received.

Responsibilities:

- A. Maintain the current and historical financial records of FBD
- B. Coordinate with the FBD Webmaster to maintain the FBD database
- C. Communicate financial results and position to the Board of Directors and Executive Council
- D. Reconcile and remit member association collections
- E. Obtain association fee structures to update registration system and produce and post registration flyer
- F. Generate and provide registration statistics and participant information to FBD and member association leadership
- G. Work closely with Coordinator of Registration to ensure an efficient and effective conference registration process
- H. Record, distribute and obtain approval of FBD Board of Director minutes
- I. Provide approved FBD Board of Director minutes to Historian and post to website
- J. Record, obtain approval and provide FBD Executive Council minutes to Historian

Time Sequence for Performing Responsibilities:

Many activities (e.g., bank statement reconciliation, bill payment, collection and deposits of cash) of the Secretary-Treasurer are ongoing throughout the year. These include:

Ongoing/Year-Round Activities

- A. Maintain and reconcile the financial accounts of FBD
- B. Collect and deposit FBD revenues
- C. Pay FBD bills
- D. Account for association collections

April/May

- A. Work with Executive Director to reconcile conference charges
- B. Reconcile registrations and collections
- C. Prepare and distribute final registration numbers report and list of participants to Board of Director members and/or other association leaders
- D. Prepare and distribute remaining association collections to appropriate association leaders after reconciliation of the hotel conference bill
- E. Bill and collect any monies owed to FBD by associations or other organizations
- F. Pay conference bills as invoices are received, upon approval by Executive Director
- G. Prepare the draft minutes from the Saturday Board of Directors meeting
- H. De-brief with FBD officers about needed improvements to registration, website, and conference
- I. Establish key registration deadlines and communicate to the Executive Director and Vice-President/General Program Chair
- J. Update prior year Saturday Board of Directors minutes to 'Approved' and post to web
- K. Post approved Wednesday and draft of Saturday Board of Directors minutes to web

June/July/August

- A. Prepare the year-end financial statements (Statement of Activities, Statement of Net Assets, and Statement of Cash Flows) for FBD
- B. Obtain registration fee structure information from each Association
- C. Provide participant information (e.g., registrations, mailing lists, etc.) to member association leadership representatives or other FBD representatives as needed

September/October

- A. Prepare and file federal (Form 990EZ) and state (Oklahoma Form 512E) tax returns by November 15
- B. Prepare Registration Flyer and post to website
- C. Update registration system in consultation with Webmaster and Executive Director

November/December

- A. Ensure registration system is ready for December 1 opening
- B. Begin running initial preregistration reports
- C. Prepare five-year comparative financials for Executive Council meeting

January/February

- A. Participate in FBD Executive Council meeting
- B. Prepare and present five-year comparative financial statements at the January Executive Council meeting
- C. Monitor and reconcile pre-registrations and all collections (e.g, exhibitors)
- D. Provide registration reports to association leadership
- E. Address and attempt to resolve registration issues as needed
- F. Invoice universities for registration payment when requested
- G. Work with Coordinator of Registration for conference preparation activities
- H. Prepare FBD financial report for three most recent conferences for presentation to the Board of Directors

March (On-site at conference)

- A. Attend pre-conference meeting with hotel/conference staff
- B. Attend both Board of Directors meetings
- C. Take attendance at each Board of Directors meeting
- D. Distribute minutes and seek approval of previous board meeting minutes at each board meeting
- E. Distribute pre- and draft post-conference registration statistics at each board meeting
- F. Present FBD Annual Financial Report to the Wednesday (Outgoing) Board of Directors meeting
- G. Work closely with Coordinator of Registration in setup, management, oversight and control of registration activities
- H. Address and attempt to resolve registration questions as needed
- I. Serve as an authorizing agent for FBD-related charges
- J. Control and then timely deposit cash collections
- K. Be consistently and actively available in the registration area during all conference activities
- L. Make appropriate arrangements for coverage when unavailable in registration area
- M. Participate in on-site conference Executive Council meeting

The Secretary/Treasurer is expected to:

- Attend the annual conference
- Register as a regular attendee of the conference
- Be available and actively engaged throughout conference activities
- Be consistently and actively available in the exhibit area during peak periods and major events
- Attend the Wednesday and Saturday Board of Directors meetings
- Attend the January and conference site Executive Council meetings
- Is responsible for his/her own travel expenses and registration associated with the annual conference

The Secretary/Treasurer:

- Will be provided with four nights of hotel stay (Tuesday – Friday) during the annual conference by FBD at no charge (exclusive of incidentals, room service, etc.)
- May be reimbursed up to \$250 for travel costs associated with the January Executive Council
- Is not expected to attend the FBD Boot Camp
- Does not receive any form of compensation, stipend, or salary for his/her service

COORDINATOR OF REGISTRATION

Bylaws Statement of Duties (2.B.6.e):

The Coordinator of Registration shall assist the Secretary-Treasurer with the registration activities in such ways as the latter may direct.

Term of Office:

The Coordinator of Registration serves a one-year term of office and is appointed by the Secretary-Treasurer. The term is renewable during the three-year tenure of the Secretary-Treasurer and is generally held by the Coordinator of Registration for the tenure of the Secretary-Treasurer. **Non-voting member of FBD Board.**

Responsibilities:

The primary responsibility of the Coordinator of Registration is to assist the Secretary-Treasurer in activities associated with the registration activities of the annual FBD conference. Specifically, the responsibilities of the Coordinator of Registration include, but are not limited to, the following:

- A. Perform a post-conference review of registration processes and work with Secretary/Treasurer to suggest changes for improvement
- B. Work with each association to identify the materials to be distributed at the conference, and the appropriate treatment of materials remaining at conference end.
- C. Communicate deadlines for receipt and disposal of materials to association representatives
- D. Arrange for registration desk staffing needs
- E. Purchase name badge holders or other registration materials in preparation for the conference
- F. Manage setup, opening, and closing of registration area
- G. Manage the registration activities of the conference
- H. Train and oversee the registration staff
- I. Organize process (including identifying labels) for distribution of materials
- J. Verify with Secretary/Treasurer the count and control of cash
- K. Provide for Saturday morning registration as needed
- L. Assist the Secretary/Treasurer

Time Sequence for Performing Responsibilities:

March/April (Post-conference)

- A. Perform a post-conference review of registration processes and work with Secretary/Treasurer to suggest changes for improvement

May - October

- A. Consider ideas that may improve the registration process

November/December

- A. Determine material needs for registration

January

- A. Order registration materials (e.g., badge holders, bags, etc.)
- B. Arrange for temp staffing
- B. Monitor pre-registration numbers
- C. Communicate with Secretary/Treasurer and Executive Director on registration processes and needs

February

- A. Identify for each association what materials will be distributed to registrants at the conference
- B. Identify for each association the person(s) responsible for delivery of materials to registration desk
- C. Identify how each association wishes to treat remaining association materials at end of conference
- D. Obtain cell phone numbers for each association's leaders for when problems arise on-site
- E. Arrange for delivery of FBD registration supplies to convention hotel
- F. Prepare signage that will ensure accurate labeling and distribution of various associations' materials to registrants

March (On-site)

- A. Attend the pre-conference meeting with hotel/conference staff if possible
- B. Oversee the preparation of the physical registration area for registration activities
- C. Monitor the association materials received at conference start
- D. Train and oversee temp staff
- E. Serve as a witness in the count of cash at the beginning and end of each registration day
- F. Prepare the association and FBD registration materials for distribution with identifying tags or signs and train the registration staff on appropriate distribution of materials
- G. Assist in running periodic updates of registration numbers and providing that information to association representatives
- H. Assist in providing appropriate security of cash, registration supplies, and confidential information
- I. Assist in the cleanup and packaging of items for shipping at conference end
- J. Distribute or dispose of remaining association supplies as desired by each association at conference end
- K. Ensure that a small number of association materials are kept for distribution at Saturday morning registration if needed
- L. Provide Saturday morning registration as needed
- M. Provide a report to the Executive Council on registration issues/concerns/problems
- N. Assist the Secretary-Treasurer in handling problems as they arise

The Coordinator of Registration is expected to:

- Attend the annual conference
- Register as a regular attendee of the conference
- Be available and actively engaged in the registration area throughout conference activities
- Make appropriate arrangements for oversight during absences from registration area
- Attend the Wednesday Board of Directors meeting briefly as needed
- Attend the pre-conference meeting with hotel/conference staff if possible
- Attend the Friday evening Executive Council meeting
- Is responsible for his/her own travel expenses and registration associated with the annual conference

The Coordinator of Registration:

- Will be provided with four nights of hotel stay (Tuesday – Friday) during the annual conference by FBD at no charge (exclusive of incidentals, room service, etc.)
- Does not receive any form of compensation, stipend, or salary for his/her service
- Is not expected to attend the FBD Boot Camp nor Executive Council meetings

DIRECTOR OF PLACEMENT

Bylaws Statement of Duties (2.B.6.f):

The Director of Placement shall be responsible for overseeing the placement activities for the annual meeting of the Federation. **Non-voting member of FBD Board.**

Term of Office:

Three-year term, appointed by the President, in consultation with Executive Council.

Responsibilities:

- A. Monitor the employer and applicant website postings
- B. Provide reports to Board of Directors regarding applicants and employer postings
- C. Lead efforts to promote year-round and conference placement activities
- D. Setup and manage the placement center at the conference

Timeline of Responsibilities:

April/May

- A. Review placement activities at previous conference and consider needed changes
- B. Work with the Past President on generating ideas for increasing placement postings of both employers and applicants
- C. Ensure website is updated for coming year

June - January

- A. Monitor placement postings, activity, etc.
- B. Solicit placement postings
- C. Implement ideas for improving placement activity
- D. Suggest changes to Executive Council as needed

February

- A. Prepare summary report of placement activity and initiatives
- B. Address and attempt to resolve problems with placement activity as needed
- C. Prepare materials and equipment for conference
- D. Continue to monitor placement postings
- E. Communicate with individuals with placement postings on conference activities available to them

March

- A. Attend the Wednesday and Saturday Board of Directors meeting
- B. Present a pre- and post-conference summary of placement activity for both board meetings
- C. Ensure placement materials/equipment are available for conference
- D. Prepare and manage the placement center booth during conference
- E. Arrange for coverage of booth as needed during absences
- F. Train temp staff as needed to provide placement center coverage as needed
- G. Assist individuals with on-site postings

The Director of Placement is expected to:

- Attend the annual conference
- Register as a regular attendee of the conference
- Attend the Wednesday and Saturday Board of Directors meeting
- Present a summary of placement activity at both board meetings
- Be consistently and actively available in the placement center area during exhibit hall open times, especially during peak activity periods

The Director of Placement:

- Is responsible for his/her own travel expenses and registration associated with the annual conference
- Will be provided with four nights of hotel stay during the annual conference by FBD at no charge (exclusive of incidentals, room service, etc.)
- Is not expected to attend the FBD Boot Camp nor Executive Council meetings
- Does not receive any form of compensation, stipend, or salary for his/her service

HISTORIAN

Bylaws Statement of Duties (2.B.6.g):

The Historian shall be responsible for updating the FBD Certificate of Incorporation and Bylaws and establishing and maintaining FBD's archives. **Non-voting member of the FBD Board.**

Term of Office:

Three-year term. Nominated by the President and approved by a majority of the President, Vice-President and Secretary-Treasurer.

Responsibilities:

- A. Maintain the physical and electronic FBD archives
- B. Update the FBD Certificate of Incorporation and Bylaws
- C. Provide historical overview to Outgoing (Wednesday) Board of Directors
- D. Prepare a yearly update to the history of FBD

Time Sequence for Performing Responsibilities:

April

- A. Update archives with minutes, program, and other relevant documents from annual conference
- B. Update summary policy document
- C. Update the FBD Certificate of Incorporation and Bylaws as needed

May – January

- A. Monitor FBD activities and collect/update documents as needed
- B. Ensure website is kept up-to-date with bylaws, certificate of incorporation, and minutes

February

- A. Prepare material for annual report to be presented at incoming (Wednesday) Board of Directors meeting
- B. Ensure other materials (e.g., bylaws, handbook, etc.) are available for use at conference

March (On-site)

- A. Attend incoming (Wednesday) Board of Directors meeting
- B. Present summary historical report of FBD activities
- C. Provide relevant information from historical perspective to Board on matters as needed
- D. Ensure appropriate meeting order (Robert's Rules of Order, conformity with bylaws, etc.) is followed

E. Collect relevant documents (minutes, financials, program, etc.) for archives

The Historian is expected to:

- Attend the annual conference
- Register as a regular attendee of the conference
- Attend the Wednesday Board of Directors meeting
- Present the Historian's report to the Wednesday Board of Directors meeting

The Historian:

- Is responsible for his/her own travel expenses and registration associated with the annual conference
- Will be provided with two nights of hotel stay during the annual conference by FBD at no charge (exclusive of incidentals, room service, etc.)
- Is not expected to attend the FBD Boot Camp nor Executive Council meetings
- Does not receive any form of compensation, stipend, or salary for his/her service

DIRECTOR OF MARKETING

Bylaws Statement of Duties (2.B.6.i):

The Director of Marketing acts as the coordinator and liaison between the Federation and exhibitors and advertisers on all matters designated by the Board of Directors, works closely with the Vice-President in regard to advertisements for the FBD program booklet, and works closely with the Executive Director and Board of Directors to set program booklet advertisement and exhibit booth rental rates, and solicit advertising and booth rentals. **Non-voting member of the Board.**

Term of Office:

Three-year term. Nominated by the President and approved by a majority of the President, Vice-President and Secretary-Treasurer.

Responsibilities:

- A. Develop/solicit/foster exhibitor relationships
- B. Seek sponsorships
- C. Serve as liaison between exhibitors and FBD
- D. Communicate information to exhibitors and sponsors
- E. Assist with development of marketing efforts including policies, processes, fees, deadlines, etc.
- F. Assist with exhibit hall logistics including booth assignment, floor plan layout, exhibitor needs, etc.
- G. Send pre- and post-conference attendee lists to exhibitors
- H. Prepare Call for Exhibitors
- I. Ensure website is updated for marketing registration and links
- J. Maintain up-to-date exhibitor-related files
- K. Gather feedback and respond to exhibitor issues and questions
- L. Monitor exhibitor registrations, payments, and receipt of materials
- M. Manage on-site exhibitor activities
- N. Attend and present marketing report at Board of Directors' meetings

Time Sequence for Performing Responsibilities:

April

- A. Gather exhibitor feedback and resolve post-conference issues.
- B. Send post-conference attendee list to exhibitors.

May

- A. Prepare Call for Exhibitors
- B. Develop/propose/present exhibitor policy and fee changes to Executive Council/Board of Directors as appropriate
- C. Establish new conference year deadlines in conjunction with Executive Director and Vice-President.

June/July/August

- A. Develop/solicit exhibitor leads
- B. Maintain/foster recurring exhibitor relationships
- C. Ensure website updated and ready for exhibitor registration
- D. Develop exhibit hall traffic enhancement ideas
- E. Seek sponsorships

September/October

- A. Encourage firm exhibitor commitments and payments
- B. Assist Executive Director with floor plan design
- C. Assist Executive Director with finalization of exhibitor packets

November/December

- A. Maintain updated exhibitor file
- B. Respond to exhibitor questions
- C. Monitor payments and registrations
- D. Ensure ad copy received
- E. Assist Executive Director with ad copy and booth placement
- F. Communicate booth numbers, drayage, and logistic information to exhibitors
- G. Communicate and ensure exhibitor links are posted to FBD web page

January/February

- A. Maintain updated exhibitor file
- B. Respond to exhibitor questions
- C. Monitor payments and registrations
- D. Send booth rep information packet
- E. Ensure exhibitor flyers are ready for conference
- F. Send pre-conference attendee lists to exhibitors

March (On-site)

- A. Manage on-site show setup
- B. Attend Wednesday and Saturday Board meetings
- C. Present marketing report at Wednesday and Saturday Board meetings
- D. Lead traffic enhancement efforts on-site
- E. Resolve on-site exhibitor issues

Expectations and Support:

The Director of Marketing is expected to:

- Attend the annual conference
- Register as a regular attendee of the conference
- Be available and actively engaged in the Wednesday morning setup of exhibitors
- Be available and actively engaged in the Friday afternoon tear-down of the exhibit area
- Be consistently and actively available in the exhibit area during peak periods and major events
- Attend the Wednesday and Saturday Board of Directors meetings
- Present the marketing report to the Wednesday and Saturday Board of Directors meetings

The Director of Marketing:

- Is responsible for his/her own travel expenses and registration associated with the annual conference
- Will be provided with four nights of hotel stay (Tuesday – Friday) during the annual conference by FBD at no charge (exclusive of incidentals, room service, etc.)
- Is not expected to attend the FBD Boot Camp nor Executive Council meetings
- Does not receive any form of compensation, stipend, or salary for his/her service

WEBMASTER

Bylaws Statement of Duties (2.B.6.j):

The Webmaster shall be responsible for overseeing and coordinating all internet/web activities. **Non-voting member of the Board.**

Term of Office:

Three-year term. Nominated by the President and approved by a majority of the President, Vice-President and Secretary-Treasurer.

Responsibilities:

- A. Maintain the FBD website
- B. Update and revise website as directed by Executive Council
- C. Ensure appropriate security of website data
- D. Provide timely response to requests from FBD Officers

Time Sequence for Performing Responsibilities:

April/May/June/July

- A. Review previous conference year website activities
- B. Implement changes to website as needed to address concerns/issues
- C. Update website to ready for upcoming conference
- D. Respond to FBD Officer requests for information needs or suggestions for change

August/September/October/November

- A. Complete final updates to website to ensure ready for registration open
- B. Address FBD Officer information requests as needed
- C. Make changes as needed to address exhibitor/placement/journal needs

December/January/February

- A. Monitor website registration process
- B. Respond to website problems as needed
- C. Provide information to FBD Officers as needed

March

- A. Be readily available via on-site participation, email, or cell to address website problems as needed
- B. Attend FBD Conference when possible
- C. Attend FBD Board of Directors meetings when possible
- D. Work with FBD leadership while on-site at conference to train officers and/or address website needs

Expectations and Support:

The FBD Webmaster is expected to:

- Attend the annual conference when possible
- Register as a regular attendee of the conference when attending
- Attend the Wednesday Board of Directors meeting if possible

The FBD Webmaster:

- Is responsible for his/her own travel expenses and registration associated with the annual conference
- Will be provided with two nights of hotel stay during the annual conference by FBD at no charge (exclusive of incidentals, room service, etc.)
- Is not expected to attend the FBD Boot Camp nor Executive Council meetings
- Receives a \$1,000 annual stipend to maintain the FBD website, half of which is to be paid in August after the website has been updated for the new conference year, and the remaining half to be paid after pre-registration has been made available and functional

EXECUTIVE DIRECTOR

Bylaws Statement of Duties (2.B.6.h):

Subject to the approval of the Executive Council, the Executive Director negotiates with hotels for annual meeting physical facilities, with hotels or outside convention equipment rental firms for audiovisual and other equipment not routinely provided by the convention hotel(s), and with decorating services for furnishings needed for publisher exhibit booths, registration station, and the placement service. The Executive Director works closely with other Federation officers, particularly the Director of Marketing, to review the appropriateness of FBD registration fees, exhibit booth rental rates, and program advertising rates. In consultation with the Federation President, the Executive Director assists in establishing the agenda for the Executive Council meeting, plans and arranges the Executive Council meeting, and makes complimentary room assignments for FBD officers and its member associations during the annual meeting. The Executive Director serves as a member of the Executive Council. **Voting Member of the Executive Council; non-voting member of the FBD Board of Directors.**

Term of Office:

Three-year term. Nominated by the President and approved by a majority of the President, Vice-President and Secretary-Treasurer.

Responsibilities:

- A. Serve as chief contract negotiator
- B. Serve as Chair of Site Selection Committee
- C. Serve as liaison with webmaster for web content
- D. Work with FBD Officers in preparation of conference
- E. Serve as primary FBD agent with all service providers
- F. Coordinate all pre-conference planning and conference meetings to include site, room assignments, facilities interface, reservations, etc.
- G. Monitor contract guarantees
- H. Finalize contract items and conference expenses and present to Secretary/Treasurer for payment

Time Sequence for Performing Responsibilities:

March/April (Post-conference)

- A. Collect and reconcile conference billings
- B. Submit reconciled conference billings to Secretary/Treasurer for payment
- C. Collect Boot Camp attendee information
- D. Arrange Boot Camp hotel and meeting room
- E. Work with webmaster to make needed changes to FBD website
- F. Update documents to FBD website as needed

May

- A. Assist Director of Marketing with preparation of Call for Exhibitors
- B. Send Request for Proposals for Site Selection Committee
- C. Work with Vice-President/General Program Chair and Secretary/Treasurer on the establishment of specific deadlines related to hotel reservations, pre-registration cutoff, etc.

June/July/August

- A. Participate in FBD Boot Camp
- B. Review responses to Request for Proposals for Site Selection Committee
- C. Arrange for site visits as needed
- D. Participate in site visits as needed
- E. Prepare Site Visit Summary for Board
- F. Solicit Board of Directors votes for recommended sites as needed
- G. Negotiate contracts for selected sites

September

- A. Prepare Registration flyer, in consultation with Secretary/Treasurer, and post to website

October

- A. Collect information needed to make conference hotel reservations officers/representatives
- B. Work with Secretary/Treasurer and Webmaster to ensure website is being prepared for pre-registration
- C. Work with Vice President for Programs Elect on development of Early Call for Papers
- D. Obtain proposals for drayage and audiovisual needs

November

- A. Make on-site planning visit with Vice-President/General Program Chair
- B. Ensure hotel reservation link is functional and posted to website
- C. Make hotel reservations for officers/attendees under master account
- D. Arrange Executive Council reservations/meeting room needs

December

- A. Submit initial FBD F&B order
- B. Finalize drayage/exhibit hall contract
- C. Finalize audiovisual contract
- D. Send instructions to association F&B representatives
- E. Ensure McGraw-Hill Education receives Distinguished Paper award information for plaques

- F. Work with President on development of Executive Council agenda
- G. Ensure website is opened to pre-registration and hotel reservations

January

- A. Place exhibitor ads in program book
- B. Post completed FBD program to website
- C. Send awards banquet invitations and monitor rsvps
- D. Review program details to ensure setups/AV needs/etc. are adequately addressed
- E. Ensure association F&B orders are placed
- F. Monitor registrations and reservations progress
- G. Participate in Executive Council meeting, as major assist to President

February

- A. Submit final FBD F&B order and guarantees
- B. Ensure association F&B guarantees are made
- C. Finalize award banquet attendee list
- D. Prepare name badges
- E. Print Early Call for Papers and other relevant documents for registration area
- F. Update Attendance Verification Form and post to website
- G. Order plaques/recognitions for Outstanding Educator, FBD officers, association program chairs, & President

March (On-site)

- A. Lead pre-conference planning meeting with hotel/conference staff
- B. Participate in Wednesday and Saturday Board of Directors meetings
- C. Solicit recommendations and provide information to Board on site selection options
- D. Manage and resolve on-site conference issues as they arise
- E. Serve as final authorizing agent to hotel/conference staff on changes
- F. Participate in on-site Executive Council meeting

Expectations and Support:

The FBD Executive Director is expected to:

- Attend the annual conference
- Register as a regular attendee of the conference
- Attend the Wednesday and Saturday Board of Directors meetings
- Participate in both the January and on-site Executive Council meetings
- Participate in the FBD Boot Camp
- Lead all site visits

The FBD Executive Director:

- Is responsible for his/her own travel expenses and registration associated with the annual conference
- Will be provided with four nights of hotel stay during the annual conference by FBD at no charge (exclusive of incidentals, room service, etc.)
- Is expected to attend the FBD Boot Camp
- Is expected to attend all Executive Council meetings
- May receive up to \$250 in reimbursement for participation in the January Executive Council meeting
- Is expected to attend the November on-site planning meeting with the Vice-President/General Program Chair
- Receives reimbursement for travel costs associated with the on-site planning meeting
- Receives reimbursement for travel costs for all site visits
- Does not receive any form of compensation, stipend, or salary for his/her service

IMMEDIATE PAST PRESIDENT

Bylaws Statement of Duties:

The Immediate Past President is responsible for acting as Chair of the Nominating Committee and is to assume the duties of the President in the event that role becomes vacant for any reason. **Voting member of the FBD Board.**

Term of Office

One-year term. Serves in role as a result of prior elected service and may succeed himself/herself in the event the next most recent President is unwilling or unable to serve.

Responsibilities:

- A. Serve as Chair of the FBD Nominating Committee
- B. Coordinate and participate in Conference Concierge activities
- C. Assist Director of Placement with improving placement activities and participation
- D. Serve on Site Selection Committee if needed
- E. Support Coordinator of Registration and Program Chair as needed

Time Sequence for Performing Responsibilities:

April - August

- A. Work with Director of Placement to develop and implement ideas for generating applicant and employer listings

September – October

- A. Solicit nominations for President, Program Chair-Elect, and Secretary/Treasurer (when applicable)

November – December

- A. Verify nominee credentials
- B. Solicit and obtain verification of university support for nominees
- C. Communicate expected responsibilities to nominees

January – February

- A. Ensure slate of nominees is sent to FBD Board of Directors
- B. Obtain nominees bios and prepare ballots
- C. Work with other Past President and Program-Chair Elect to coordinate Conference Concierge activities

Expectations and Support:

The Immediate Past President is expected to:

- Attend the annual conference
- Register as a regular attendee of the conference
- Attend the Wednesday Board of Directors meeting
- Provide the Nominating Committee report to the Wednesday Board of Directors, including recommendations for nominations/vote
- Attend the Saturday morning Board of Directors meeting, moving into Past President role

The Immediate Past President:

- Is responsible for his/her own travel expenses and registration associated with the annual conference
- Will be provided with four nights of hotel stay during the annual conference by FBD at no charge (exclusive of incidentals, room service, etc.)
- Is not expected to attend the FBD Boot Camp
- Is expected to attend the January and conference on-site Executive Council meetings
- May be reimbursed for up to \$250 of travel expenses for the January Executive Council meeting
- Does not receive any form of compensation, stipend, or salary for his/her service

PAST PRESIDENT

Bylaws Statement of Duties:

The Past President does not have specific responsibilities as spelled out by the bylaws except to serve on the Board of Directors. The Past President is to assume the duties of the Immediate Past President in the event that role becomes vacant for any reason. **Voting member of the FBD Board.**

Term of Office:

One-year term. Serves in role as a result of prior elected service and may succeed himself/herself in the event the next most recent President is unwilling or unable to serve.

Responsibilities:

- A. Serves on Nominating Committee
- B. Participates in Conference Concierge Activities
- C. Records detailed minutes for the Board of Directors meetings
- D. Assists Program Chair Elect with implementation of on-site conference activities

Time Sequence for Performing Responsibilities:

April

- A. Assists Secretary/Treasurer in preparation of the Board of Directors' minutes from the Saturday Board meeting

May – October

- A. Assists other FBD officers as needed

November - February

- A. Participate in Nominating Committee activities
- B. Assist Program-Chair Elect in planning on-site conference media/ambiance activities

March (On-site)

- A. Take detailed minutes and assist Secretary/Treasurer in compilation/preparation of Wednesday Board of Directors minutes
- B. Participate in Conference Concierge activities

Expectations and Support:

The Past President is expected to:

- Attend the annual conference
- Register as a regular attendee of the conference
- Attend the Wednesday Board of Directors meeting
- Attend the Saturday Board of Directors meeting if possible

The Past President:

- Is responsible for his/her own travel expenses and registration associated with the annual conference
- Will be provided with four nights of hotel stay during the annual conference by FBD at no charge (exclusive of incidentals, room service, etc.)
- Is not expected to attend the FBD Boot Camp
- Is expected to attend both the January and conference Executive Council meetings
- May be reimbursed for up to \$250 in travel expenses for the January Executive Council meeting
- Does not receive any form of compensation, stipend, or salary for his/her service

FBD Journal Editor

Bylaws Statement of Duties:

The FBD Journal Editor is not an officer position included within the Bylaws. The FBD Journal Editor is a management position under the direction of the FBD Executive Council. Thus, the FBD Journal Editor participates in the FBD Board only as a guest and has no voting authority.

Term of Office

Three-year term. Nominated by the President and approved by a majority of the Executive Council.

Responsibilities:

- A. Promotion of FBD Journal
- B. Ensure FBD Journal is listed in appropriate online databases and other outlets
- C. Solicit, send out for review and manage the submission and decision process
- D. Monitor and update website related to FBD Journal
- E. Provide annual (and history) report to Board of Directors
- F. Monitor and provide regular reporting of financial resources/expenditures related to FBD Journal

Time Sequence for Performing Responsibilities:

April – February

- A. Solicit submissions for the FBD journal
- B. Send submissions out for review and monitor progress
- C. Manage the submission and decision process
- D. Monitor and update website related to FBD journal
- E. Promote FBD journal

March (On-site)

- A. Attend FBD Wednesday Board of Directors meeting as guest
- B. Provide annual report to Board of Directors on current year activities and historical progress
- C. Provide report on financial resources/expenditures to Board and Executive Council
- D. Participate actively in conference activities to promote FBD Journal and submissions to the journal

Expectations and Support:

The FBD Journal Editor is expected to:

- Attend the annual conference
- Register as a regular attendee of the conference
- Attend the Wednesday Board of Directors meeting

The FBD Journal Editor:

- Is responsible for his/her own travel expenses and registration associated with the annual conference
- Will be provided with two nights of hotel stay during the annual conference by FBD at no charge (exclusive of incidentals, room service, etc.)
- Is not expected to attend the FBD Boot Camp nor Executive Council meetings
- Does not receive any form of compensation, stipend, or salary for his/her service

ASSOCIATION PROGRAM CHAIR

Each association's program chair works closely with FBD Officers in the preparation and execution of the annual conference. Association program chairs may or may not be an official officer of FBD, dependent on whether the association's organizational structure identifies the Program Chair as one of the FBD Board members.

Regardless, and because of the close working relationship that develops with various FBD officers in preparation for the conference, the following provides a general description and timeline for association program chair responsibilities. It should be duly noted that each association has its own organizational structure and policies with respect to its program; those items are not addressed here.

Time Sequence for Performing Responsibilities:

March (On-site on Saturday of conference)

- A. Attend the New Program Chair meeting
- B. Attend the incoming (Saturday) Board of Directors meeting
- C. Collect association officer information and provide to Vice-President/General Program Chair
- D. Review and become familiar with FBD deadlines and responsibilities

April

- A. Prepare association Call for Papers
- B. Distribute Call for Papers
- C. Provide Call for Papers to FBD Vice-President/General Program Chair
- D. Finalize association officer contact information and provide to FBD Vice-President/General Program Chair
- E. Make plans to attend FBD Boot Camp

May

- A. Compile/arrange for program leadership (e.g., reviewers, track chairs, etc.)
- B. Begin information gathering/decision-making with respect to fee structure

June

- A. Participate in FBD Boot Camp, dependent on event date
- B. Send out Call for Papers reminders
- C. Complete process of setting fee structure
- D. Complete arrangements with respect to reviewers, track chairs, etc.

July/August

- A. Solicit submissions for program
- B. Send reminders for Call for Papers
- C. Communicate information needs to FBD Officers as requested

September/October

- A. Solicit and monitor submissions
- B. Arrange workshops and panels
- C. Make decisions about any special events
- D. Organize general program structure

November

- A. Compile program for submission to FBD Vice-President/General Program Chair
- B. Ensure Distinguished Paper and Outstanding Educator award decisions are made
- C. Gather contact information on award winners
- D. Communicate special room setup needs, audiovisual needs, etc. to FBD Vice-President/General Program Chair

December

- A. Proof compiled association program after room assignments
- B. Finalize any last program details
- C. Submit finalized program to FBD Vice-President/General Program Chair
- D. Communicate award winner contact information to FBD Vice-President/General Program Chair
- E. Ensure initial F&B orders are decided
- F. Communicate program and FBD information to other association officers and participants

January

- A. Monitor registrations and promote association registration
- B. Ensure core F&B orders are finalized
- C. Prepare association-specific items/reports as needed
- D. Communicate program and FBD information to other association officers and participants

February

- A. Monitor registrations and continue to promote program
- B. Prepare association-specific items/reports as needed
- C. Ensure final guarantees on F&B orders are made
- D. Communicate program and FBD information to other association officers and participants

March

- A. Ensure association materials to be distributed are provided to registration area on time
- B. Be consistently and actively available to association membership and sessions during conference
- C. Participate in FBD Board meetings as appropriate depending on official membership or as guest
- D. Communicate issues/concerns/ideas to FBD Vice-President/General Program Chair
- E. Attend the FBD Awards Reception and Banquet
- F. Monitor program and events to provide future planning information to incoming association program chair

Association Program Chairs are expected to:

- Attend the annual conference
- Register as a regular attendee of the conference
- Attend the Saturday Board of Directors meeting as incoming Program Chair
- Attend the Wednesday Board of Directors meeting as outgoing Program Chair
- Attend the FBD Awards Reception and Banquet
- Be consistently and actively available to association members and FBD Officers during conference, especially during peak activity times

Association Program Chairs:

- Are responsible for their own travel expenses and registration associated with the annual conference
- May be provided with two nights of hotel stay during the annual conference by FBD at no charge (exclusive of incidentals, room service, etc.), dependent upon association's policy as to which association officer receives complimentary room nights
- Is expected to attend the FBD Boot Camp
- Is not expected to attend Executive Council meetings
- Does not receive any form of compensation, stipend, or salary for his/her service

FBD Board Members

Each association has two representatives who serve as FBD Board members. Each association has its own defined leadership structure that defines who these FBD Board members are. Each FBD Board member is expected to attend the Board of Directors meeting and actively participate in the decision-making activities that take place at the meetings. FBD Board members are expected to represent their respective associations, while also considering the interests of the Federation overall. FBD Board members are expected to seek input from their respective associations about matters of interest, and communicate information to their associations about relevant conference and FBD activities. FBD Board members participate in the decision-making relevant to the annual meeting, specifically as related to FBD registration fees, future conference sites, and election of FBD leadership.

Each FBD Board member is expected to attend the annual meeting and attend the board meetings. Each FBD Board member is responsible for his/her own travel costs and is expected to register as a regular attendee of the conference. Each FBD Board member is provided with a complimentary invitation (with one guest) to the FBD Awards Reception/Banquet. Each association receives two complimentary room nights during the conference; each association has a policy as to whether it is one of the FBD Board members or another association representative (e.g., Program Chair who is not a Board member) who receives those complimentary room nights.

Site Selection Committee

The Site Selection Committee is responsible for reviewing potential sites for the annual conference. The Committee is chaired by the FBD Executive Director. The Committee is elected at the Saturday Board of Directors meeting. The Committee is comprised of the FBD Executive Director, the most recent FBD Vice-President/General Program Chair willing to serve, one current FBD Board member and one alternate FBD current Board member. The FBD Board members on the Committee should represent, when possible, associations not represented by the Executive Director and past Vice-President/General Program Chair. The Alternate participates in site visits that occur only if the elected Board member is not able to participate. Site Selection Committee members may be reimbursed for up to \$250 in travel costs for each site visit in which he/she participates; all travel costs for the Executive Director are reimbursed for each site visit.

Nominating Committee

The Nominating Committee is responsible for making recommendations on board-elected positions. These positions include President, Vice-President for Programs Elect, and Secretary/Treasurer (every three years). The Committee is chaired by the FBD Immediate Past President. The Committee is elected at the Saturday Board meeting and is comprised of the FBD Immediate Past President, the two next most recent FBD past presidents willing to serve, and two FBD Board members. The two FBD board members should represent associations not represented by the FBD Immediate and Past Presidents. Committee meetings are held via email/phone; no travel is expected nor reimbursed.