



Job Description: **Conference Committee Chair**

April 10, 2024

The Tire Society
301 Concourse Blvd, Suite 210
Glen Allen, VA 23059

www.tiresociety.org

Phone: 785-865-9403, Email: tst.ks@kwglobal.com

Who:

- Tire Society member
 - Ideally an Executive Committee Member at Large and previous (not current) Program Chair
- Appointed by: Executive Committee
- Reports to: President
- Length of Term: 3 or more years. Ideally, term will overlap Executive Committee terms.

Mission:

Produce compelling Tire Society conferences, providing value to all members and conference participants, with high quality presentations and sufficient papers to support the Journal of Tire Science and Technology. Develop ways of advancing the Conference and improving its value to attendees. Ensure continuity in planning activities and that they include conferences beyond the current year.

Responsibilities:

- Lead short- and long-term conference planning activities (including monthly Conference Committee meetings) to sustain/grow the conference and to meet the Society mission.
- Recruit, guide, and assist Program Chairs as needed.
- Recruit and retain Session Chairs.
- Report relevant Conference Committee activities at Executive Committee meetings.
- Manage annual conference business and non-program activities.
 - Work with Program Chair to prepare annual conference budget for approval by Executive Committee.
 - Manage the budget and seek authorization for additional expenditures if needed.
 - Recruit Invited speakers (Keynote, Plenary, Banquet).
 - Maintain conference timeline and report key deadlines.
 - Assist Site Selection Liaison as needed on contracts, conference setup, AV, and meals.
 - Assist Meeting Manager on site and sponsor exhibit layouts.
 - Assist Marketing Committee as needed on conference publicity.
- Maintain "Tire Society Conference Best Practice" document.
- Manage long-term conference planning including structural changes to conference.

During the Conference:

- Organize the pre-conference coordination dinner meeting.
- Ensure that pre-conference setup is completed smoothly.
- Assist Program Chair and Meeting manager as needed.
- Act as primary liaison for invited speakers.