

Special Events

Specific Responsibilities:

- Responsible for production of the annual FPA DFW Conference.
- Invite FPA members to serve on the conference committee/task force.
- Establish committee assignments for the year including program/speakers, facilities coordinator, advertising/promotion, CE, and materials facilitator.
- Monitor committee progress.
- Work with the Corporate Partnership Director to ensure income budget numbers are being met for the event. Refer all potential sponsor interest to the Corporate Partnership Director.
- Refer speakers not being used for the Conference to the Education Director for consideration.
- Schedule and lead committee meetings as needed and report progress to the FPA DFW Board at the monthly board meetings.
- Coordinate events the day of the conference.
- Attend monthly board meetings, chapter meetings and chapter activities.
- Coordinate with corporate partners for securing sponsored speakers.