

**SITE COMMITTEE**

January

February

March

April

May

June

- Attend President's Exec Council Planning Retreat

July

- Attend Program Committee fall conference planning meeting
- Work with Fall Conference site on logistics
- Select meals so fall conference registration costs can be determined
- Explore potential sites for future conferences (current chair/co-chair like to have sites selected **at least** 12-16 months in the future. Check with sites about savings offered for signing multiple year contracts)

August

- Participate in Program Committee conference calls
- Work with Fall Conference site on logistics
- Reach out to new potential committee members that expressed interest when completing membership
- Explore potential sites for future conferences (current chair/co-chair like to have sites selected **at least** 12-16 months in the future. Check with sites about savings offered for signing multiple year contracts)

September

- Participate in Program Committee conference calls
- Work with Fall Conference site on logistics
- Assign duties to committee members to fulfill at conference
- Explore potential sites for future conferences (current chair/co-chair like to have sites selected **at least** 12-16 months in the future. Check with sites about savings offered for signing multiple year contracts)

October

- Participate in Program Committee conference calls
- Work with Fall Conference site on logistics
- Solicit laptops and projectors from IASFAA members to be used at fall conference
- Assign duties to committee members to fulfill at conference

November

- Coordinate purchase of President's Suite hospitality items with President for Fall Conference
- Work with Fall Conference site on logistics

December

- Help President determine site for state dinner at Federal Student Aid conference (optional)