

## **Commission Spring Conference Guidelines**

Each year a Commission Spring Conference should be held. This conference is facilitated by the Commission Chair and coordinated by a committee. Each commission determines when and where to hold its conference, and it should work with a host college in the region/city where the conference will be held.

The date for the conference should be determined no later than February 1 and communicated to the State Office and the Vice President of Commissions to ensure that there are no conflicts with other statewide meetings. Once the date is confirmed, it should be communicated to all commission members, chapter presidents, and published on the AFC Website.

The conference committee is responsible for selecting presentations/speakers, etc. Professional Development must be an integral part of the agenda for all commission conferences which should include a legislative component in addition to a best practices or exemplary practice sharing facet. For example:

- Conferences should consist of presentations intended to enrich the participants through personal and professional development
- Highlight new college programs, procedures, and processes
- Provide opportunities to dialogue on institutional practices
- Highlight pending state and federal laws, guidelines, and policies

### **Goals and Objectives**

Each commission should hold a board meeting for its officers sometime during the Spring Conference. Each commission is responsible for reporting all goals and objectives to the VP of Commissions and the Chair of the Planning and Development Committee. A copy should also be submitted to the state office.

### **Additional Guidelines**

- Provide a legislative update from the AFC Executive Director, College President, a College Lobbyist, AFC President or an Executive Committee Member.
- AFC President should be invited to provide a greeting/welcome at all commission conferences. All state-elected officers (VP of Commissions and VP-Elect) should be invited to conferences (state officers and AFC staff do not pay registration fees).
- Develop a commission newsletter and distribute it to all members and post it on the commission's website.
- Find an area or program from one of the region colleges to showcase. Example: a highly regarded theater program, a new distance learning program, a new baccalaureate program or a new building.
- Recruit volunteers from the local region's chapters to assist in facilitating the event.

- Participate in some form of a service project as a commission.
- Select a team-building exercise or icebreaker to encourage networking between members.
- The Commission may conduct a fundraising activity at the conference.
- Determine conference date as quickly as possible before, during or after the Annual convention, and submit it to the state office for posting on the AFC Calendar on the website. Date should also be highlighted at the annual Leadership Conference.
- Use the region conferences as a membership recruitment tool. Encourage commission members (representatives from that region's schools) to attend region meetings and set up a commission display highlighting the commission's goals and its upcoming conferences.

### **Convention Information**

Professional development is a key component of the annual convention. Each commission is tasked with showcasing its exemplary practice award winner(s) during the professional development sessions. Commissions should:

- Judge exemplary practice competitions prior to the annual convention. Hold competitions during Spring Meetings and/or hold judging prior to the start of convention.
- Provide and facilitate an educational session on a hot topic, best practice, or issue of importance to the commission's constituency during the annual convention (if the exemplary practice award winner is unavailable to present).
- Provide and distribute information on the commission's mission, goals, and activities for non-members attending convention.
- Participate in any planned Commission 101 activities if requested (information will be provided to the commission chairs by the VP of Commissions and/or the state office).
- Hold any Commission Meetings/Board Meetings prior to the start of the Convention. AFC Staff can recommend times available prior to the Opening General Session for meetings.
- Provide the AFC Staff with the required list of new officers by Friday morning prior to the start of the Assembly of Delegates Meeting.
- Incoming Chair must attend the Friday morning In-Coming Commission Chairs Meeting. This meeting will provide information for the upcoming new commission leaders about duties/responsibilities, upcoming meetings, etc.