



TRAINING OFFICERS CONSORTIUM

A Commitment to Learning since 1938

Annual Institute

April 22 - 25, 2012

VOLUNTEER!!

The theme for the 2012 Annual Institute is

TOC @ OC: Navigating the Ocean of Change

What better way to jump start the institute than by volunteering to serve as a committee chair or committee member! We are looking for enthusiastic and committed individuals like yourself to serve as chairs of the following committees:

Program, Logistics, Special Events, Exhibits, Technology, & Program Book and Advertising.

***See committee roles and responsibilities on the back.*

To Volunteer Contact :

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What does a committee have to do??

The Exhibits Committee

- Using guidance provided by the Executive Board, prepares and disseminates the Call to Exhibit package.
- Recruits exhibitors throughout the TOC season via mail, email and personal contacts.
- Plans exhibit-focused events such as exhibit hall receptions, breaks, food/beverage stations, etc.
- Manages all on-site exhibitors' and ensures smooth setup, address their concerns and troubleshoots any issues.

The Special Events Committee

- Plans and coordinates social and other special activities at the Institute. Activities include:

- *First-timers/Mentors Welcome
- *Fitness Activities
- *Social events (evening activities)
- Prepares and manages a budget for all Special Events.

The Technology Committee

- In consultation with Chairs, develops and executes technology initiatives to increase outreach to TOC registrants.
- Utilizes technologies to increase exposure of TOC Institute Speaker content to TOC Registrants.

The Logistics Chair

- Prepares directional and informational signs for registration, general sessions, concurrent sessions and special events.
- Makes arrangements for a/v and room setup. Supports presenters by serving as a/v liaison with hotel facilities.
- Monitors classrooms to ensure water stations are refreshed, overseeing participant clean up efforts of meeting rooms.

The Program Committee

- Using guidance provided by the Executive Board, prepares and disseminates Request for Proposals for presenters, includes selection criteria.
- Working with the Institute Chairs, evaluates proposal and selects those sessions to be presented at the Institute.
- Plans the Institute program schedule in concert with the Institute Chairs.
- Working with Chairs and the Executive Board, identifies and makes arrangements for keynote speakers.
- In conjunction with the Program Book Chair, assists in the creation of the printed Institute program.

- Distributes evaluation forms and collects completed forms.

The Program Book and Ads Committee

- Works with Program Chair to obtain information for Program Book. Obtains presenters' information in proper format and within deadline.
- Prepares and oversees the printing of the Program Book.
- Prepares and disseminates the Call to Advertise and follows up with advertisers to meet advertising revenue targets.

To volunteer to serve as a member of one of these Committees contact:

Melissa Bates (TOCInstitutes@gmail.com)