

## **Beyond The Scope Committee Chair**

### **October/ November**

Planning starts with the wrap up meeting of the Conference

Evaluations are reviewed, including comments, about speakers, location and service

Finances are reviewed; outstanding receipts must be submitted per reimbursement policy

Speakers for the next conference can be presented at this time

Committee members decide at this meeting if they will participate the following year

### **January/February**

Meetings are planned with agenda/talking points for each committee

Contact information of all committee members is created and distributed

Conflict of interest forms are completed

### **February/March**

Required Committees: Overall Chair, ERCP Chair, Contact Hours, Exhibitors/Sponsors, Trifold Flyer, Syllabus on Line, Registration/Hospitality; Treasurer, Raffle, and Certificates/Evaluations

Recruit new members to plan for succession

### **April/May/June/July**

Coordinates ongoing/monthly meetings

Committees each give reports; issues and problems are addressed

Contact National Headquarters 1-800-245-SGNA to place programs on National Calendar

### **August**

Brochures are mailed out first week August for 3rd week October Program

Electronic Mailing to CTSGNA Members and Distribution List e-blasted every 3 weeks

### **September**

Plans arranged to bring 3 National Award Flags to program to display on easels

Plans made to bring CTSGNA Quilt and Banner to display at Raffle and Registration tables

Meets with venue contact person and finalizes room set up, timing of the events, menu (including snacks for Friday program), and audiovisual equipment

## BTS CHAIR ~ BULLET POINTS

### **October (Prior to Program)**

Final numbers are called into the venue by Treasurer using credit card within deadline

Provides diagram of room set ups based on attendance and number of exhibitors

- Classroom style seating during lecture suggested
- Round table seating for ERCP Course suggested
- Plan for extra seating (at least 10) for walk-ins for programs

If plated meals, create color options for gluten free, vegetarian, lactose intolerant as needed

Banquet Manager will need to be informed of the numbers for above options

Serve as contact person for hotel personnel and problem solve

- Introduction from President will include:
- Thank you all for attending and list States represented
- Outline initiatives of the past year
- List National Milestones
- Encourage on site new membership registration
  
- Introduction from Chairperson will include:
- Thank all ERCP Instructors and Committee Members of BTS
- Thank the 2 day sponsors who are supporting us
- Thank all Exhibitors and Sponsors
- Remind all to sign in at registration with emails
- Acknowledge duration of time that syllabus will remain on line
- Request ideas for future programs
- Direct to location of rest room facilities
- Request cell phones be turned off

CTSGNA Nurse of the Year and BTS Scholarships: Presented by CTSGNA President

Enjoy the day

Plan wrap up meeting

### **Immediately following the program:**

- Review billing statement
- Visit new venues if necessary
- Finalize contract with new Co-Chair for following year with deposit/tax exemption documents