



## MID STATES STEERING COMMITTEE APPLICATION

As an ACA member, we enthusiastically invite you to apply to become a volunteer member of the Mid States Camping Conference Steering Committee. As a Steering Committee member, you will represent your section and play a vital role in the operation and progress of the Conference. We are thrilled that you are interested in joining us to keep our conference an important resource for camping throughout Mid America!

To better understand your commitment to camping, we ask that to complete the following application an endorsement be included from your Section and/or a current member of the ACA Mid States Steering Committee. Positions on the committee will be filled to best coordinate a candidate's strengths to the needs of the conference and committee. Please indicate your interest in more than one committee role. A brief description of the Committee Positions is found after the application pages. For those chair positions currently available please contact the Steering Committee Chair. Appointments will begin as applications are submitted and the Steering Committee deems necessary.

### PLEASE COMPLETE THE FOLLOWING:

<b><i>Personal/Contact Information</i></b>		
Name:		
Address:		
City/State/Zip:		
Day Phone:	Eve Phone:	Cell Phone:
Fax:	Email:	
<b><i>Employment</i></b>		
Current Employer:	Position:	
Employer Location:		
<b><i>Endorsements</i></b>		
Name		
Section:		
Address:		
City/State/Zip:		
Phone:	Fax:	
Email:		

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**Narrative Information** (attach additional sheets, if necessary)

Current ACA Section:	No. Years in Section:
Have you attended the Mid States Conference?	If so, how many years?
Please provide details of your past and current Section involvement:	
Please list the strengths you would bring to the Steering Committee?	
Are you willing and able to travel and attend meetings regularly at Pheasant Run?	
Please list the committee positions you would be interested in (see following pages for position details):	
Please describe your knowledge and experience that would make you a strong candidate for the positions you listed above:	
Please share any other important details we should know about you to better consider you for the Steering Committee:	

**Please detach and return this application to:**

Bob Braun  
ACA Mid States Camping Committee Chair  
715 28<sup>th</sup> Street, South  
La Crosse, Wisconsin 54601

# ACA MID STATES STEERING COMMITTEE OPPORTUNITIES

## STEERING COMMITTEE MEMBERS

All Steering Committee members should:

- Be knowledgeable about & able to interpret the Mid States Mission Statement & Operating Principles.
- Have experience & skill working with other volunteers to support each other, make decisions & solve problems.
- Be able to share opinions in an open, honest & non-threatening way.

Every Steering Committee member serves a two-fold purpose with his/her home ACA section. He/she represents the needs and interests of his/her Section's membership and represents Mid States to his/her Section members. Steering committee members will promote attendance, encourage members to present educational sessions, recruit potential exhibitors and urge members to purchase from the Mid States exhibitors.

## STEERING COMMITTEE POSITIONS

### Conference Chair

- Elected by the current members of the Steering Committee
- Candidate will have served as a chair of one of the committees of the Steering Committee
- Plans and facilitates all Steering Committee meetings
- Acts as liaison to member ACA Sections and ACA National
- Supports the other committee chairs as necessary
- Skill and experience leading a volunteer group
- Facilitate meetings and committee chairs to accomplish the Mid States mission

### Evaluations Chair

- Prepares session and conference evaluations forms for conference attendees
- Gathers evaluation data and creates reports on the date for steering committee review
- Provides analysis and interpretation of data
- Capable of functioning as a member of the Steering Committee

### Exhibits Chair

- Responsible for the coordination of the recruitment, organization and management of the Exhibit Hall for the ACA Mid States Conference
- Able and willing to solicit vendor exhibits and sponsors for the Conference
- Ability to negotiate and develop strong relationships with vendors
- Willing/Able to travel at Mid States expense to other camp conferences to recruit vendors
- Capable of functioning as a member of the Steering Committee

### Hospitality Chair

- Should be personable, hospitable, well organized and pleasant. Candidates must like to be helpful
- Knowledgeable of all working aspects of the Conference and familiar with the hotel
- Coordinate volunteers for room hosting and other support areas
- Capable of functioning as a member of the Steering Committee

### Hotel Liaison

- Coordinates physical details of actual Conference with the hotel staff including room set-ups, AV needs, maintenance, convention services, security, room climates and environment and troubleshooting
- Responsible for coordinating meals including menus, banquet and dinner set-ups, pricing and guarantees with the hotel
- Handles problems between attendees and the hotel
- Proofs the final bill from the hotel prior to sending it to Treasurer for payment
- Should be a resident of Illinois as proximity to the hotel is very important
- Capable of functioning as a member of the Steering Committee

## **Leadership Institute Chair**

- Responsible for obtaining high quality programs for the Leadership Institute.
- Developing and maintaining a program budget, recruitment, negotiations, publication details, AV coordination, off site arrangements, tracking finances and attendance and securing payment for speakers, sites and hotel for all.
- Should attend program meetings and coordinate efforts with the Program Chair, Publications, Secretary and Webmaster
- Capable of functioning as a member of the Steering Committee

## **Operations Chair**

- Responsible for the effective operation of the conference in terms of equipment and material needs not provided by the hotel/conference center
- Works closely with Hospitality Chair and Hotel Liaison to ensure all equipment and materials are transported to/from conference
- Oversees recycling program
- Is 'on call' throughout the conference to assist with unexpected needs
- Capable of functioning as a member of the Steering Committee

## **Publications Chair**

- Responsible for the oversight of all conference publications
- Coordinates with the Administrative Coordinator in the collection, compilation, printing and dissemination of materials for the annual Brochure, Registration Packets, and Conference guide (newspaper)
- Coordinates with the Program Chair, Leadership Institute Chair, Exhibits Chair and Webmaster
- Negotiates with potential printers to obtain cost effective and high quality publications
- Ensures that the Registration packet and Conference program are produced and delivered on schedule
- Capable of functioning as a member of the Steering Committee

## **Program Chair**

- Responsible for the recruitment, selection and handling of educational session speakers for the Conference
- Solicits "Calls for Presentations" with the Sections and throughout the industry
- Convenes annual Program Committee meeting to review and select speakers from the "Calls for Presentations" received
- Works closely with the Leadership Institute Chair, Publications Chair and Webmaster
- Capable of functioning as a member of the Steering Committee

## **Registration Chair**

- Responsible for the supervision of on-line registration of Conference attendees
- Coordinates with the Administrative Coordinator to oversee the entering attendees, making corrections, processing payments and sending to Treasurer, producing name badges, generating meal tickets, and sending confirmations
- Makes regular reports of enrollment to the Steering Committee and prepares a final attendance report to the Committee
- Capable of functioning as a member of the Steering Committee

## **Secretary/Publicity Chair**

- Responsible for the compilation, publication and dissemination of the Conference Newsletters (January/February and March/April), reminder postcards, the Conference Daily Newsletters (Friday and Saturday) and other publicity that the Committee deems necessary
- Works with Administrative Coordinator to maintain an accurate mailing list of ACA members and friends of the Conference from our member Sections
- Takes minutes of all Steering Committee meetings and distribute them to the Steering Committee members, Section Presidents and Executives
- Willing/Able to attend all meetings
- Maintains the historical files
- Capable of functioning as a member of the Steering Committee

## **Special Events Chair**

- Responsibilities include recruiting, negotiating, working and hosting with the Keynote and general session speakers for the Conference
- Facilitates general sessions and provides leadership to the community dinner
- Capable of functioning as a member of the Steering Committee

## **Treasurer**

- Has a working knowledge of accepted accounting and book keeping practice
- In a timely manner, pays bills, accounts for all receipts, keeps bank records, sends quarterly and annual financial records to accountant/auditor and to the Mid States fiscal agent with accuracy and efficiency
- Prepares/Oversees the budget and reports at Steering Committee meetings
- Obtains Mid States insurance
- Reviews and suggests new financial policies to the Steering Committee as needed
- Works cooperatively with accountant.
- Capable of functioning as a member of the Steering Committee

## **Section Representatives**

If a participating section does not have a chair for any of the Mid States functions, or if a task/function chair does not meet the above criteria, the Section can select a Section Representative who:

- Represents the needs, interests and perspectives of their ACA section
- Currently involved in their section and/or have history with their section
- Knowledgeable of the Mid States Mission Statement and Operating Principles
- Willing/Able to attend all steering committee meetings
- Section endorsement of the representative
- Capable of functioning as a member of the Steering Committee

# **MID STATES CAMPING CONFERENCE MISSION STATEMENT**

*The Mid States Camping Conference, empowered by the American Camp Association<sup>TM</sup> Mid America Sections is designed to be an inclusive, community educational opportunity, allowing camps to bring multiple staff at a reasonable cost, offering programs geared to all registrants in an easily accessible and environmentally appropriate location.*