



CCI Regional Conference Host Committee Roles and Responsibilities

Key Roles and Responsibilities

Role	Name	Key Responsibilities	CCI Interface
Host Committee Conference Manager	TBD	<ul style="list-style-type: none"> ● Works with CCI's Chief Strategy Officer to align regional theme, program and speaker selection with CCI's global strategic plan ● Coordinates planning activities which may include: researching venues, negotiating contracts, securing event space, selecting menu, coordinating AV, and sourcing third party vendors ● Oversees fiscal responsibility for regional conference, which includes adding expenses and business partner income into budget; providing invoices to CCI to ensure payment of expenses; oversees the terms of payment with venue, and preferred vendors; and answering questions from CCI as needed ● Works with host committee team members and CCI to ensure event remains within budget ● Ensures that project milestones are met ● Enforces CCI policies, e.g speakers and travel ● Identifies potential issues and escalates to CCI as needed ● Maintains records of event details to help plan future activities 	Michael Higgs
Marketing Role	TBD	<ul style="list-style-type: none"> ● Creates and manages project plans for event marketing activities ● Maintains email lists for external communications ● Maintains records of press coverage ● Aligns with CCI Marketing Lead on event marketing messaging ● Manages CCI marketing on existing social media accounts and is granted access to manage regional social media accounts ● Upholds CCI brand guidelines in external communications 	Haby Barry

		<ul style="list-style-type: none"> • Develops, manages and executes regional conference engagement plan 	
Speaker Role	TBD	<ul style="list-style-type: none"> • Serves as primary point of contact for speakers • Utilizes the CCI speaker referral system to request speakers • Ensures communications with speaker such as confirmations and pre-event information • Coordinates with CCI for final selection of speakers • Sends speaker agreements to selected speakers • Enforces the CCI speaker policies 	Michael Higgs
Business Development	TBD	<ul style="list-style-type: none"> • Identifies, manages and drives relationships with business partners in regional market • Presents value proposition to regional business partners and stakeholders. Support from CCI as needed • Assesses business partner-specific needs and align with CCI business partnership offerings • Manages business partner relationship data and share with CCI • Works collaboratively on proposals and proposed event deliverables 	Clark Ruper
On-site Logistics	TBD	<ul style="list-style-type: none"> • Develops staff plan for day-of event execution • Organizes meetings with stakeholders to understand event logistics and details • Supervises delivery of materials to event sites to meet scheduled deadlines and confirms receipt • Plans and oversees event logistics, including but not limited to execution of venue contract, catering, and preferred vendors; managing guest lists via online registration systems; preparing event related materials and arranging travel logistics for visitors/guests 	Michael Higgs