

Mission of the Training Seminar Steering Committee (TSSC)

To provide guidance to present and future Host Committees with information and best practices to better facilitate a successful training seminar from the planning stages through its conclusion.

Duties/Responsibilities

- Aid future host committees to prepare proposals for the board.
 - BOD should communicate with the TSSC as to who has shown interest in hosting. TSSC should reach out to interested parties to provide input/assistance.
- Mentor current host committee as they prepare for the meeting.
 - At least one member of the TSSC should serve on the current host committee to facilitate good communication between the committees.
- Work in cooperation with AFTE hired Event Planning Contractors
- Maintain form templates, spreadsheets, and other documents used by host committees.
 - TSSC should reach out to each host committee after the seminar is complete to collect any templates, spreadsheets, and other documents. (Financials should be provided to the TSSC by the Treasurer).
- Maintain and update guidance documents for each aspect of organizing a training seminar.
 - To receive the best possible information for updating the guidance documents, the TSSC should have a “debriefing” meeting with each outgoing host committee to determine what worked and what could have been done better.

Suggested Members Roles

- Chair
- Contract Advisor
- Technical Session Advisor
- Registration Advisor
- Vendors Advisor
- Raffle Advisor
- Special Events Advisor
- Workshop Advisor
- Finance/Budget Advisor
- Catch All
- Board of Directors Representative

** Other Member or Non-Member experts can be called upon to provide guidance to the committee.