

CONFERENCE PLANNING

(see separate *TLA Conference Planning Manual* for complete description)

The Co-Chair of the Conference Planning Committee shall be appointed by the Vice President/President-Elect during the April – May term prior to his/her taking office as Vice President/President-Elect.

- In collaboration with the appointed Co-Chair of the Conference Planning Committee, the Vice President/President-Elect also appoints (during the April-May term prior to his/her taking office as Vice President/President-Elect) a Co-Chair for each Conference Planning Sub-Committee
- All appointees serve a two year term and work with Conference Planning Committee leadership appointed by previous Vice-President/President-Elect during the first year of the term and with the Conference Planning Committee leadership appointed by the succeeding Vice-President/President-Elect during the second year of the term.
- The Chair(s) shall:
 - Submit, via the TLA website, quarterly reports on activities;
 - Attend TLA Advisory Council meetings when called;
 - Attend TLA Executive Board meetings, when required, to present action items.

The Conference Coordinator is appointed by the TLA Executive Board. (see Appointed Position: Conference Coordinator in Manual of Procedures)