

**Name of Committee: Joint and Conference Committee**

Rev:

<b>Chartering Group</b>	<b>Sponsor</b>	<b>Team Leader</b>	<b>Facilitator (if different from leader)</b>	<b>Team Kick Off Date</b>	<b>Proposed Team Sunset Date</b>
Oregon Fire Chiefs Association	OFCA Board 1 <sup>st</sup> Vice President	Committee Chairperson Joint conference rotates with OFDDA		Continuous	None

<b>Mission Statement</b>	To manage and coordinate the development of the Joint and Spring Conferences for the Oregon Fire Chiefs Association in such a way that fosters and promotes quality improvement and professional development for fire service professionals and agencies. The Joint conference will be partnered with OFDDA.
<b>Goals &amp; Objectives</b>	<ul style="list-style-type: none"> <li>• Create an annual budget to reflect anticipated costs</li> <li>• Engage educational and inspirational speakers</li> <li>• Develop a Conference Theme</li> <li>• Set conference agenda</li> <li>• Coordinate guest rooms, meeting space and banquet services</li> <li>• Provide a networking avenue for attendees</li> <li>• Provide training opportunities to attendees</li> </ul>
<b>Customers</b>	Conference attendees
<b>Success Indicators</b>	<ul style="list-style-type: none"> <li>• Completion of goals and objectives listed above</li> <li>• Number of attendees and/or registration of participants</li> <li>• To grow and diversify attendance</li> <li>• To continue and improve conference profitability</li> </ul>
<b>Feedback Plan</b>	<ul style="list-style-type: none"> <li>• Submit a report at periodic OFCA Board meetings</li> <li>• Review evaluation forms from registrants</li> </ul>
<b>Scope/Priority</b>	<ul style="list-style-type: none"> <li>• Oversee and develop OFCA's conferences</li> </ul>
<b>Procedures/ Meeting Frequency</b>	<ul style="list-style-type: none"> <li>• The Committee shall meet once a month.</li> <li>• Meetings may become more frequent immediately preceding the conferences</li> </ul>
<b>Decision Making Process</b>	<ul style="list-style-type: none"> <li>• Decisions are made by the consensus of the Committee</li> </ul>
<b>Decision Ratifying Body</b>	<ul style="list-style-type: none"> <li>• The committee may defer decisions to the Board for approval</li> </ul>
<b>Boundary Conditions to Decisions Made</b>	<ul style="list-style-type: none"> <li>• Final approval rests with the OFCA Board</li> </ul>
<b>How Decisions Are Communicated</b>	<ul style="list-style-type: none"> <li>• Verbal and written reports, meeting minutes, and/or email to the OFCA Board by the Committee chair or the Executive Director</li> </ul>
<b>Team Members</b>	<ul style="list-style-type: none"> <li>• The Committee shall consist of 1<sup>st</sup> Vice president, 2<sup>nd</sup> Vice president, Past President, 1 year Director, Executive Director from the OFCA Board</li> </ul>
<b>Team Review Schedule</b>	

