

ASFPM National Conference ~~ Local Host Team Roles and Responsibilities

The Local Host Chapter is responsible for providing the "on the ground" resources necessary for conducting the national conference. The following roles are recommended.

Local Host Team Coordinator

- Oversee and take lead responsibility for completion of host functions by the Team Captains
- Convene regular team meetings according to ASFPM recommended schedule
- Represent your host Chapter and Team on site during conduct
- Attend prior year conference to shadow team and learn the roles and responsibilities

*INAFSM
2021*
*6 member
team*

Volunteers Coordinator

- Gather information from other team captains on volunteer needs
- Coordinate solicitation and scheduling of volunteers
- Maintain presence in Volunteer HQ Office
- Coordinate on-site scheduling of volunteers
- Track hours worked by volunteers receiving CECs

Tours Captain (with team members!)

- Cast options and select technical, guest and combined tours, including itineraries, fees, permits, and route planning (limit of one bus per tour, five tours all week).
- Provide written description of each tour for conference website/registration
- Coordinate On site conduct, including arrival and departure from conference location and checking participants onto bus via registration list provided by ASFPM. Each tour is allowed one Bus Guide and one Bus Monitor (checks lists, counts heads, etc.)
- Solicit proposals from local transportation companies, make recommendation to ASFPM Conference Planner. All contracts and payments are handled by ASFPM National Office.
- Ensure proper bus needs are addressed for each off-site event with ASFPM Conference Planner.
- Coordinate purchase and loading of soda, bottled water, ice and snacks if applicable. ASFPM will pay for these beverages when they are deemed necessary. Acquire coolers (borrow from area individuals).

5K Chapters Run

- Select site for run, secure timing management company – with ASFPM Chapter Directors 5K team
- Design/manage registration and establish price, provide optional logo, shirts, medals, etc.
- Secure Chapter sponsors, provide banner, and conduct all elements of the race on site.
- Local Host Chapter is responsible for all contracts and payments and retains excess revenue.

Memorabilia Sales

- Select items and quantities to be sold or arrange with a demand-order company.
- Work with ASFPM Conference Planner and Graphic Artist on design and production.
- Coordinate on-site sales of memorabilia items, including inventory control and cash handling.
- Local Host Chapter is responsible for all contracts and payments and retains excess revenue.

Sponsorships Solicitation

- Promote and secure sponsor levels to support the Sunday evening Welcome Fest. Minimum \$10,000 shall be provided by Host chapter for this event.
- Solicit donation of items such as restaurant certificates for the Foundation Silent Auction.

Concierge

- Collaborate with Convention Visitors Bureau for Visitor Guides, discount coupons, area tourism information to provide to attendees from Host Booth on site and staff this booth.
- Optional: Provide small hospitality gifts (28) for the Board at their Sunday meeting.



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Memorandum of Agreement Between the ASFPM and State Chapter for Local Host for the ASFPM National Conference

I. Purpose

Every year ASFPM conducts the premier national conference on floodplain management in the U.S., drawing around 1,200 professionals to share their experiences, knowledge and commitment for effective flood risk reduction. It is conducted in a different state each year in order to showcase the many successes around the nation and offer the opportunity for every local official to attend the national conference at some point in their career. ASFPM Board of Directors has mandated that the annual national conferences be held in a State Chapter in good standing in order to gain support and assistance from the members in that State.

II. Methods of Cooperation

Cooperation and coordination between ASFPM and the Chapter shall be maintained at a level that ensures maximum efficiency and effective uses of the resources of each organization. They shall work together and communicate regularly via face meetings and conference calls to promote and provide opportunities for key stakeholders at the state, regional and national levels to participate in the conference. The organizations agree to the following:

ASFPM Executive Office will:

- 1) Select and contract with the facilities in which the conference will be conducted.
- 2) Provide staff for full conference administration and management oversight from site selection through development of and adherence to timetables, promotion, registration, contracts and payments, conduct, documentation, logistics, outcomes, and wrap-up over the entire 4-5 year period.
- 3) Assume responsibility for complete design and execution for the program, exhibits, sponsors, meals and breaks, production elements, Thursday off-site event, insurance and liability, facilities coordination and finance management.
- 4) Provide benefits to the Chapter as outlined below in Section III.

CHAPTER will:

- 1) Enter into this Agreement to demonstrate they have the appropriate Board and member support, financial resources and commitment to successfully host the national conference.
- 2) Appoint a Local Host Team Coordinator who will, in cooperation with ASFPM Staff, oversee the following Team Captains: Volunteers, Welcome Fest/Local Sponsors, Tours/Transportation, Chapters Race, Memorabilia, Concierge (includes Board gifts), Promotion & PR, and Golf Tournament (if desired, not required).
- 3) Provide turn-key management for memorabilia sales, Chapters race, and golf tournament if desired: sign contracts, make down payments, conduct registration and collect income, pay bills, provide promotion for the conference website, conduct the events. Note: these provide an opportunity for the Chapter to generate income.
- 4) Contribute a minimum of \$10,000 via Chapter resources and local sponsors toward food for the Sunday night Welcome Fest (vast majority of this event expense is borne by ASFPM conference budget).
- 5) Arrange the Technical Field Tours and Guest Tours. Note: Tours are contracted, billed to, and paid directly by the ASFPM Executive Office, registration income flows through conference budget.

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III. Local Host Chapter Benefits

In consideration for the Chapter's multi-year support, the Chapter will enjoy the following benefits for serving as the national conference Local Host.

1) Registration benefit

ASFPM shall provide up to six registrations for both the year prior and the year of conference conduct, to be allocated by Local Host Team Coordinator to Local Host Team Captains based on the magnitude of their individual duties.

No registration fee is necessary during conference conduct for:

- Clerical staff helping at counters or Volunteer HQ but not attending sessions (no CECs)
- Workshop or room monitors who are only present for the session they are working (CECs apply)
- Volunteer Coordinator, because this person will not be able to attend sessions (we will register this individual as waived so CECs apply).
- Local Host Team Coordinator, because this person will not be able to attend sessions (we will register this individual as waived so CECs apply).

Two registrations will be provided for use as door prizes at Local Host Chapter's prior year conference.

In the event that the Local Host Chapter is unable to secure sufficient volunteers and must partner with a neighboring Chapter for additional volunteer assistance, the volunteers from the neighboring Chapter may register at the Local Gov't Official rate, provided the individual volunteer works a minimum of five official conference events (monitor workshop or concurrent session, work a Silent Auction or Memorabilia Sales shift, etc.).

2) Sleeping rooms benefit

ASFPM shall provide 14 room nights for use by Local Host Team throughout conference week, generally in the form of a 2-bedroom suite (room & tax only; incidentals are responsibility of Chapter or room occupant). Local Host Team Coordinator will assign these nights to team members most in need. When multiple hotel contracts exist, ASFPM may allocate these rooms among multiple hotels. Note: the Volunteer Coordinator Team Captain should plan to be on-site noon Saturday through noon Friday.

3) Event benefits

- Technical field tour guide and bus monitor – one each per bus
- Guest tour guide – one per event, unless combined with a technical field tour
- Thursday Networking Event – depends on venue and volunteer needs, allocated by Local Host Team Coordinator. Event is automatically included for all package Conference registrants.

4) Budget for local host expenditures

ASFPM will provide \$1,000 for incidentals which need to be handled/acquired locally. This allocation may be used for such things as decorations, film, or travel reimbursement for Local Team Members, at Local Host Team Coordinator's discretion. This allocation is not meant to be used for event deposits or major purchases. Contractual arrangements for the Chapters 5K Run, memorabilia, etc. shall be undertaken by the Host State Chapter. All other contracts – hotels, convention center, AV, buses, evening functions, production elements such as pocket guide, banners, signs, etc. – shall be contracted by, billed to, and paid directly by the ASFPM Executive Office.

NOTE: All above benefits apply to the LOCAL HOST STATE CHAPTER. Benefits to any adjacent state chapter who assists the Host State will be determined on a case by case basis.

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Implementation of Agreement

This Agreement shall be implemented through future written addenda, meetings, and conference calls that outline general activities and focused activities.

The Chapter will inform their Board of this Agreement and reaffirm it annually when new members are elected to the Board in order to ensure effective implementation over the long term.

This Agreement becomes effective on the date of executive and shall remain in effect unless terminated by just cause with written notification from either party to the other.

Chapter Signature

Print name

Date

ASFPM Signature

Print name

Date

ChapterConferenceSupportMOA

