

CSHE Conference – Steering Committee UPDATE

At this time, we are seeking members to join the 2019 Steering Committee. Proceeds from the conference are equally distributed to these 5 shareholders: NEIL Chapter, Three Rivers, Greater Chicago, Chicago AHMP, and Chicago AIHA. It is expected that each of these shareholders participate equally by having at least 3 representatives (must be current members in good standing) actively participate in planning the conference. Just attending the planning meetings does not justify being an active member. Active steering committee members are given free admission to the conference and a guaranteed awesome and committed team to work with.

Due to members leaving the committee because of relocation and retirements, at the end of this year, we will need members to fill these positions for the 2019 Steering Committee. Positions needed are track leaders and members to work on subcommittees of marketing, brochure planning/design and moderator packets. Additional help on all other committees is always welcome. I have listed below the individual areas that help is need along with a brief description of the tasks involved. We expect the individual to participate our 1.5 hour steering committee planning meetings. Meetings take place once a month on the third Friday of the month from 7:30AM to 9:00AM at NIU-Naperville Campus. We understand that things come up and do offer a call-in option, when necessary.

Tracks	Environmental	
	Professional Development	
	Industrial Hygiene	<u>At least two- three members per track is ideal</u>
	General Safety	
	OSHA Track	

On average, Track Leaders estimate their time to 3-4 hours a month during the first 4 months of the year and approximately 1-2 leading up to the conference. The more people working on the track the less time needed per person. Track Leaders seek out potential speakers, confirm participation, collect the speaker topic information and collect speaker's bio. They keep in touch with the speaker and update the committee.

Subcommittee Openings:

- a. **Brochure:** Help compile information to be placed on a brochure template with updated information, times, dates, etc. 2-3 hours total
- b. **Marketing:** Identify and work with chambers of commerce, manufacturing associations, business organizations and other groups that will provide promotional support for the conference. Write press releases for promotional supporters and email blasts for National Safety Education Center. Write 2 newspaper and 1 magazine articles for national and local publications. Approximately, 2 hours a week on marketing in January, February, March, April and May with more time in June, July, August and September.

- c. **Moderators and Speaker Packets:** Leader for this subcommittee seeks out individuals who are willing to moderate the topic session by introducing and thanking the speaker, distribute and collect evaluations during the opening and closing of the session. Prior to the sessions, packets are compiled, to include evaluations and instructions on what is to be communicated to the participants of the sessions. This committee participates in the planning but the majority of the work is 2-3 hours during the months of August and September.

In general, the average person spends less than 4 hours a month (Jan. – Aug) working on the committee tasks. September is always a bit busier as we get closer to the conference as things come up, but nothing more than a few hours total.

Please share this with your members and report back to me with names and contact information of those interested in being on the committee. If some is undecided and would like more information, please pass on my contact information.

Thank-you,

Sheri Lesak – CSHE Co Chair

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