



Interagency Committee of State Employed Women (ICSEW) Policy

Policy: 400

Policy Name: Conference Subcommittee Policy

PURPOSE

This policy describes the annual leadership conference. This policy is intended to provide guidance to the Conference subcommittee on the planning and execution of this annual event.

SCOPE

This policy applies to the ICSEW Conference subcommittee, the subcommittee chair, and its members

POLICY

The Conference subcommittee shall:

- Plan and coordinate the ICSEW leadership conference, including, but not limited to, identifying location, theme, dates, and budget, in coordination with other relevant subcommittees.
- Research potential locations and dates for the event and provide recommendations to the executive board for final approval.
- Coordinate with other subcommittees on the preparation and execution of the leadership conference:
 - Professional Development subcommittee may oversee scheduling and coordination with speakers and trainers.
 - Communications subcommittee may oversee publications and communications for the conference.
 - Membership subcommittee may oversee the attendance of members to work the event.
 - Public Outreach subcommittee may oversee marketing of ICSEW as a committee at the event.
 - Health and Wellness subcommittee may schedule wellness activities and/or trainings.

RELEVANT LAWS/RESOURCES

State Administrative and Accounting Manual

Per diem rates and maps issued by the Office of Financial Management (www.ofm.wa.gov)

Applicable ICSEW Bylaws, Policies, and Procedures

RCW 42.52 Ethics in Public Service

Revised Date: 11/07/2016:

Board Approved:

Committee Approved:

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