



# boabc

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<b>TITLE:</b>	<b>ANNUAL CONFERENCE PLANNING MANUAL</b>	<b>4.6</b>
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**DATE APPROVED:** September 23, 2006      **SIGNED:** Frankie Victor (Secretary)

**POLICY:**

That the Association maintain an Annual Conference manual for mandatory use by each conference Chair. The manual shall be updated and maintained by the Standing Conference Chair and Executive Director with input as required from each Annual Conference Chair. Within the outline of the manual there is to be opportunity for innovation providing approval is obtained from the Executive.

**POLICY OBJECTIVE:**

An Annual Conference planning manual is required to assist the planning process for each subsequent conference by providing the Chair with an outline of the conference protocol, the responsibility of the Conference Committee and other important items to consider in Planning a conference while also providing opportunities for innovation.

**POLICY JUSTIFICATION:**

Conferences have been held on an annual basis since 1955. Procedures have been developed and improved upon which have resulted in continued successful conferences. A manual will provide the Chair and the Conference Committee with a framework to ensure that a level of consistency of program is maintained, while also providing the Chair with sufficient latitude for innovation.