

TACRAO Time & Site Committee Guidelines

The following guidelines were developed to assist the President in appointing the Time and Site Committee.

Purpose

This committee is responsible for recommending a time and place of the annual meeting for the Association.

Membership Guidelines

As the immediate past president rolls off the Board, he/she will transition into the role of Time and Site Committee Chair for one year. Other members of the committee will be appointed annually by the President of the Association. The Chair will serve as liaison between TACRAO and the designated third-party meeting planning solutions company. The responsibility of signing the hotel contract will lie with the President. It is strongly recommended that members of this committee have previous board experience. However, new members of the association may also be considered.

Requirements

Committee members must have institutional support to serve on Time and Site Committee. Minimal travel is required. Travel expenses are the responsibility of the committee member's institution.