



## **PATH International Intl. Conference Host Committee Charter**

### Committee Purpose

This committee made up of subcommittee chairs assists the PATH Intl. staff in finding the appropriate facilities for/and planning/facilitating the PATH Intl. Horse Expo and off-site workshops held in conjunction with the international conference. They may help solicit local vendors for sponsorships and donations. They help recruit and schedule volunteers for conference support functions. This group plans and creates decorations and helps secure entertainment and solicits silent auction items to bring regional flavor the conference and welcomes attendees to the region.

### Committee Regulations

This regional group's chair forms various committees to work on the above conference needs. In addition to monthly phone calls with the PATH Intl. staff, they meet as a committee and subcommittee on a regular basis without the PATH Intl. staff.

The committee has four main responsibilities: volunteer recruitment; planning and running of the Horse Expo; silent auction and registration bag solicitation; and providing decorations and entertainment.

1. The committee recruits volunteers to assist with registration check-in, merchandise booth, silent auction, room monitors and ticket takers.
2. Speakers for the horse expo can be selected by the committee. The committee also sets the schedule and manages the logistic of the Horse Expo, with support from the staff liaisons.



3. The committee is relied upon to solicit items for the silent auction and registration bags from their local contacts, with support from the staff liaisons.
4. The committee is also responsible for providing decorations for the main banquet room and entertainment at events such as the awards banquet and closing reception.

### Committee Makeup

The committee has a chair (and possibly a co-chair) who is appointed by PATH Intl. staff. The committee chair(s) then appoints sub-chairs to fulfill the tasks of the committee. Suggested chairs include – Horse Expo, Silent Auction, Volunteer and Entertainment/Decorations.

### Term Limits

Term limits for chair and for committee members is one and a half years.

### 2015 Current Members

Bill Lavin

Teresa Morris

Leslie Mapes

Tammi Gainer

Cory Ramsey

Claire List

Arlene Taylor



Staff Liaison

Kaye Marks, Director of Marketing

Jaime Covington, Conference and Events Manager

Cher Smith, Communications Coordinator

Amanda Walters, Events Assistant