

# IT Professionals Forum Planning Committee Charter

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## 1 Role

The IT Professionals Forum Planning Committee role for the scheduling and programming of the semi-annual conferences that are consistent with the needs of the Urbana IT Professionals community.

The purpose of the committee is to:

- Discuss and document logistics related to the events
- Organize and coordinate conference programming details
- Manage logistics, budgets, and planning activities
- Approve conference dates and timelines
- Assess and establish desired outcomes to monitor success of conferences
- Support the needs of the IT Professionals community
- Involve the IT Professionals community
- Suggest and act on ideas for enhancing the events
- Communicate with all conference stakeholders
- Review conference survey and assess the success of the event

The purpose of the IT Professionals Forum is to:

- Provide a platform for University of Illinois IT organizations (units) based on the Urbana-Champaign campus to share information and experiences from innovative or impactful projects
- Catalyze networking between IT professionals that leads to problem-solving, collaborations, and career enhancement
- Create an atmosphere of learning for IT professionals that enhances their capabilities
- Provide a venue of vendors for IT professionals to learn about their products and services

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## 2 Authority

The IT Professionals Forum Planning Committee is a planning and coordinating group. It serves as a focal point to coordinate the ITPF events and ensures that proposed IT events on campus are a product of a collaboration between academic, administrative, central, and decentralized IT organizations and support units. Committee will inform IT Council, the campus CIO, UA CIO, and IT Alliance of conference frequency, themes, and outcomes in order to gather feedback.

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## 3 Membership & Structure

The IT Professionals Forum Planning Committee membership includes a balanced representation of IT organizations including AITS, CITES, and the campus and departmental units.

## 3.1 Membership

The committee is governed by the following rules for membership:

- The committee will consist of a minimum of 9 and a maximum of 20 members (including ex-officio members as specified below)
- The committee will include the following two ex-officio members:
  - AITS planning coordinator
  - CITES facilities and events coordinator
- The committee will also include the following at-large membership:
  - Two to six members from AITS
  - Two to six members from CITES
  - Two to eight members from college and unit IT organizations

It is recommended that at-large committee members serve for at least four semi annual conferences (or 2 calendar years) and are subject to confirmation for additional terms. It is recommended that the committee endeavor to have no more than half the committee members leave the committee during any one transition period. All membership decisions are determined by vote of the committee with the chair having a second vote in the case of a tie.

## 3.2 Chair

The position of the chair of the committee is governed by the following rules:

- The vice-chair is elected at the post event planning committee meeting; the vice-chair will then advance to chair.
- The term of the chair begins with the first planning committee meeting for the upcoming semi-annual conference.
- The chair will rotate every semi-annual conference and rotation shall occur between IT Professionals working in the three areas: University Administration, CITES, and distributed units. No area can be the source of the chair for a consecutive term.
- Committee chairs shall have a minimum amount of experience having served either as a Vice-Chair or as a member of the committee that has organized a conference.

## 3.3 Subcommittees

The committee is governed by the following rules for subcommittees:

- The Chair can create a subcommittee and a Vice-chair to chair that subcommittee.
  - The Vice-chair of the subcommittee must be a member of ITPF unless it is voted upon to elect a non-member as Vice-chair.
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# 4 Roles and Responsibilities for the IT Professionals Forum

The responsibilities of the committee regarding the event include the following items. Details may change based on committee membership and new subcommittees.

## Chair Responsibilities

- Organize meeting logistics
- Create and distribute agendas for meetings
- Coordinate overall timeline and milestones
- Identify and follow-up on outstanding actions
- Make reports to IT Council, campus CIO, and UA CIO about scheduling, themes, and outcomes, assisted by the Vice-Chair and past Chair as needed
- Gather feedback from IT Alliance on scheduling and content

## Vice-Chair Responsibilities

- Act on behalf of the Chair as needed
- Shadow the Chair to learn the role and activities
- Assist Chair with presentations to stakeholder groups

## Vendor Engagement

- Manage vendor sponsorship
- Assist in development of vendor registration and payment system
- Solicit and coordinate all vendor prizes
- Coordinate day of vendor needs and logistics
- Communicate with Purchasing about activities related to IT Professionals Forum
- Organize all follow-up actions with vendors

## Program Management

- Create and monitor call for proposals
- Recommend list of proposals to full committee
- Develop and coordinate all presenter communications
- Coordinate day of presenter needs and logistics
- Develop attendee and presenter surveys
- Create schedule including room placement
- Collect presentations for posting online after conference

## Marketing & Communication

- Manage the creation of all design, event and marketing materials
- Coordinate all printing requirements and needs
- Develop innovative ideas for communication and design
- Manage all email communication to distribution lists
- Manage all elements of website material and communication

- Manage all communication on social media (facebook and twitter)
- Create and manage attendee registration system
- Communicate information about call for proposals and attendee registration

### **Media**

- Coordinate the development of promotional media material
- Discuss and coordinate information associated with capturing sessions
- Organize day of requirements and logistics for capturing sessions
- Coordinate posting and distribution of captured sessions

### **Direction**

- Manage future direction for ITPF
- Identify processes and procedures that need to be altered and/or updated
- Proposing directional changes to ITPF
- Evaluating operations and norms
- Seek approval of the Chair, Vice-Chair, and sub-committee Vice-Chairs to implement agreed-upon changes

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# **5 Operations**

## **5.1 Meetings**

The IT Professionals Forum Planning Committee meets on an as needed basis to discuss the ITPF events and coordinated activity. The committee is governed by the following rules for meetings:

- Meetings are normally held in person
- Meetings can be held by conference telephone or similar communications equipment as needed
- Actions can be taken without meetings and by coordination via email
- Agendas and meeting materials should be provided at least 1 business day prior to each meeting