

IT Professionals Forum Planning Committee Charter

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 the 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 the 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 lead to problem-solving, collaborations, and career enhancement
- Create an atmosphere of learning for IT professionals that enhance their capabilities
- Provide a venue of vendors for IT professionals to learn about their products and services

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 to gather feedback.

3 Membership & Structure

1/15/2019

The IT Professionals Forum Planning Committee membership includes a balanced representation of IT organizations including AITS, Technology Services, 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 maximum of 20 members (including ex-officio members as specified below)
- The committee will include the following ex-officio member:
 - Technology Services facilities and events coordinator
- The committee will also include the following at-large membership:
 - Members from AITS
 - Members from Technology Services
 - Members from college and unit IT organizations
 - Members from external organizations (i.e. Research Park, Community), as needed
 - Students from U of I, as needed

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 a 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. If possible, the rotation should occur between IT Professionals working in the different areas (i.e., Technology Services, AITS, edge IT, etc.).
- Committee leads 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 Lead of the subcommittee must be a member of ITPF unless it is voted upon to elect a non-member as Vice-chair.

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 the overall timeline and milestones
- Identify and follow-up on outstanding actions
- Make reports to IT Council and campus CIO about schedules, 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

Budget & Logistics

- Assigned by Tech Services Business and Finance Director
- Request budget allocation from Tech Services based on conference objectives
- Manage the budget (revenue and expenses)
- Place orders for all expenditures
- Work with Vendor Engagement to set prices for vendors
- Book the event venue, place food orders, purchase supplies and prizes

Vendor and Outreach Engagement

- Manage vendor sponsorship and contact information
- Assist in the development of vendor registration and payment system
- Solicit and coordinate all vendor prizes *Suspended due to state regulations*
- Coordinate day of vendor needs and logistics
- Communicate with Purchasing about activities related to IT Professionals Forum (networking event)
- Organize all follow-up actions with vendors
- Develop a list of outside organizations for invitation
- Solicit and coordinate communication with organizations outside of the U of I
- Manage workshops, demos, or session planning with organizations outside of the U of I
- Coordinate with Program Management

Program Management

- Create and monitor the call for proposals

- Recommend a list of proposals to the full committee
- Develop and coordinate all presenter communications
- Coordinate day of presenter needs and logistics
- Develop attendee and presenter surveys
- Create a schedule including room placement
- Collect presentations for posting online after the conference
- Discuss and coordinate information associated with capturing sessions
- Organize day of requirements and logistics for capturing sessions
- Coordinate posting and distribution of captured sessions

Marketing & Communication

- Manage the creation of all design, event and marketing materials (print, video, social media, etc)
- Coordinate all printing requirements and needs
- Develop innovative ideas for communication and design
- Manage all email communication related to the mailbox and advertising lists (i.e., CCSP, eWeek, outside partners)
- Manage all elements of website materials
- Manage all communication on social media (i.e., Facebook and Twitter)
- Create and manage registration system
- Communicate information about the call for proposals and registration

Direction

- Manage future direction for ITPF
- Identify processes and procedures that need to be altered and/or updated
- Propose directional changes to ITPF
- Evaluate operations and norms
- Ensure that implementation of agreed-upon changes includes consultation with the appropriate people or groups (Chair, Vice-chair, leads, IT Council, CIO, etc).

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 by conference telephone
- Meetings can be held in person as needed
- Actions can be taken without meetings and by coordination via email
- Agendas and meeting materials should be provided in advance of the meeting