



6. Prepare for and attend Program Committee and subcommittee meetings, ask questions, take responsibility and follow through on a given assignment, and review the agenda and supporting materials prior to Program Committee meetings;
7. Develop specific skills, such as identifying potential sponsors and exhibitors, identifying potential speakers, encouraging CALPELRA members to apply for future Program Committee member positions, reading and understanding CALPELRA guidelines, policies, and resolutions, and learning more about the substantive program areas of the organization; and
8. Remain current on CALPELRA activities by following its Web site and CALPELRAConnect professional network, attending its training programs, and learning more about its issues.

### **Duties During Annual Conference**

1. Assist with Annual Conference registration; and
2. Serve as Annual Conference Moderator.

### **Represent CALPELRA**

1. Represent CALPELRA to its members and potential members; act as an ambassador for the organization; communicate effectively with other committee members;
2. Encourage all labor relations professionals to attend the Annual Conference and participate in all CALPELRA programs and services (Labor Relations Academy, Clips, Connect, and membership);
3. Avoid conflicts of interests and comply with duty of loyalty to CALPELRA;
4. Exercise rights as a voting member; and
5. Refrain from conduct that reflects negatively on CALPELRA.

### **Professional Relationships**

1. Listen, analyze, think clearly and creatively, and work well with people individually and in a group; and
2. Demonstrate honesty, sensitivity to and tolerance of differing views, a friendly, responsive, and patient approach, community-building skills, personal integrity, a developed sense of values, concern for CALPELRA's development, and a sense of humor.

## **Fundraising**

Acknowledge CALPELRA's non-profit status and non-profit revenue generation:

1. Understand importance of generating revenue via the sponsor/exhibitor program;
2. Understand how the sponsor/exhibitor program meshes with the Annual Conference and other CALPELRA programs (Labor Relations Academy, Clips, Connect, and membership);
3. Identify and encourage participation of sponsors and exhibitors; and
4. Suggest new non-profit options for generating revenue for CALPELRA's programs.

## **Qualifications**

The ideal Advisory Annual Conference Program Committee member possesses the following qualifications:

1. Participation in CALPELRA's training activities, including participation in Labor Relations Academies and Annual Conferences;
2. Passion for labor relations and human resources issues affecting public sector employers;
3. Integrity, credibility, and passion for improving the professional lives' of CALPELRA members;
4. Management experience in a complex organization;
5. Ability to commit personal as well as employer's time and financial support to fulfill Annual Conference member duties (approximately 100 hours per year, not including attendance and participation in CALPELRA events);
6. Demonstrated commitment to CALPELRA by:
  - Willingness to devote time to CALPELRA activities, including Program Committee participation;
  - Ability to market CALPELRA and attract more members and training participants; and
  - Ability to attract new and existing exhibitors/sponsors.

7. Commitment to excellence, training, and improving public sector management;
8. Commitment to and understanding of CALPELRA's members and labor relations and human resources professionals, preferably based on experience;
9. Skill in cultivating relationships and persuading, convening, facilitating, and building consensus among diverse individuals;
10. Commitment to collaborative decision-making and professional, courteous interpersonal relations; and
11. Current CALPELRA membership (an ongoing requirement for Annual Conference Committee members).

### **Board Advisory Annual Conference Committee Member Terms**

CALPELRA's Board Advisory Annual Conference Committee members serve a one-year term and are eligible for reappointment. The Board of Directors, in its sole discretion, determines appointments to the Program Committee.