

# NATIONAL CONFERENCE OF STATE SOCIAL SECURITY ADMINISTRATORS STANDARD OPERATING PROCEDURES

## NETWORKING SESSIONS COMMITTEE

Reviewed: June 2019

Amended: July 2019

Effective: October 1, 2019

### **PURPOSE**

Extend the hospitality of the NCSSSA to Annual Conference attendees throughout their stay. Create a networking plan to coordinate such efforts with respect to the Annual Conference program and other scheduled events. Establish stock and responsibly manage the Networking Room.

### **RESPONSIBILITIES**

1. Prior to the conference, secure from the First Vice President the guidelines affecting the set-up and operation of the Networking Sessions Room. Upon receiving notice from the Executive Committee, the Networking Sessions Committee Chair shall review with all Committee members the restrictions placed by hotel management on the Executive Committee. A key consideration early in the planning process should include a strategic convenient plan to select the optimal location for the Networking Sessions Room based on available options presented by the hotel.
2. The Networking Sessions Committee will determine if a Monday Night Event (MNE) will be held and if held, plan the event. The emphasis of the MNE is to promote networking opportunities. In addition, the Committee must plan the MNE within the budget set by the Executive Committee and be cognizant of the event's logistics. The plan should ensure a timely, well- communicated event and a convenient flow from the end of training day to the interim use of the Networking Room to the departure to the MNE location and back to the room at the conclusion of the MNE. Work with the Program Committee to coordinate the MNE, if held. A member of the Networking Sessions Committee will be appointed to the Program Committee for coordinated planning purposes.
3. Secure cash advances from the Treasurer as authorized by the President's budget. Purchase all necessary refreshments and materials to stock and maintain the Networking Room according to the hotel contract. Provide receipts for all purchases and return unspent funds to the Treasurer by 12:00 PM (noon) on the last Annual Conference day.
4. As flight arrival times permit, assist in assembling program material packets or bags prior to the arrival of the registered attendees.
5. Prior to the Annual Conference, secure a list from the Treasurer of all attendees. Contact the attendees upon their arrival, extend both a warm welcome and offer the Committee's assistance throughout their stay. Point out the white board at the entrance of the Networking Room listing various dinner plans and other external evening networking opportunities listed by members.

6. During social settings, introduce new attendees to NCSSSA members. Manage the Networking Sessions Committee function responsibly. The facility shall be maintained in a litter free manner and must be staffed by Committee members during open hours. Committee members shall ensure that proper decorum is maintained. At least one Committee member shall close and secure the Networking Room consistent with the Networking Sessions Committee Room Schedule.
7. Arrange for the disposition of any remaining refreshments or supplies at the conclusion of the Annual Conference. Every effort shall be made to prevent over purchasing. The Networking Sessions Committee Chair, in conjunction with the President, shall determine the appropriate method of disposition.

#### **Universal Committee Requirements**

Important additional responsibilities and requirements for this Committee Chair and members are included in the Policy and are a part of this SOP and a duty of this Committee.