

SITE SELECTION COMMITTEE

SCOPE AND PURPOSE

The Site Selection Committee became a standing committee of the Association at the direction of the 1982 Executive Council. The goal of the Committee is to recommend sites for future CASFAA conferences and training activities to the Executive Council.

CHARGE OF THE SITE SELECTION COMMITTEE

1. Research locations that can accommodate Association training activities, the annual meeting of the membership and Executive Council meetings.
2. Negotiate contracts with appropriate hotel staff and management.
3. Request CASFAA Executive Council and CCCSFAAA Board approval of the annual conference contract.
4. Coordinate Executive Council meetings and Leadership Retreats with the Secretary.

SELECTION, COMPOSITION AND SIZE OF THE COMMITTEE

A. Site Selection Committee Chair:

The Site Selection Committee Chair is appointed by the President of the Association either from interested members of the Executive Council or from interested members of the Association. Preference in the selection of the Chair is given to individuals who possess an expertise or interest in the committee's activities. The Executive Council must endorse the Committee Chair selected by the President.

The Site Selection Chair, General Counsel, and Association Archivist, retain copies of all hotel contracts and the guidelines used to construct the contracts. These materials, however, will only be made available upon request because if potential hotels had knowledge of the information, it could compromise the negotiations.

B. Site Selection Committee Members

Usually the Chair, the current CCCSFAAA President or his or her designee, a Past CASFAA Conference Chair, CASFAA General Counsel, the current president and President-elect serve as members of this committee.

C. Committee Size: Recommended: 6 members

FINANCIAL RESPONSIBILITY

The budget is based on the cost to travel to 4-5 sites of potential future conferences, the cost of an annual hotel guidebook, and the printing of business cards for introductions at potential sites. (The Committee usually reviews 4-5 hotels per site visit).

HISTORY OF THE SITE SELECTION COMMITTEE

The CASFAA Site Selection Committee was authorized in 1982.