

Conference Planning Groups

Conference Planning Groups will work to plan and execute education conferences for members on various topics.

Conference Planning Groups appointed for:

Accounting Education Conference

CPAs By the Bay (formerly CPE by the Sea)

CPE Expo

Energy Conference

Nonprofit Organizations Accounting and Auditing Conference

Single Audits and Governmental Accounting and Auditing Conference

Summit

Texas School District Accounting and Auditing Conference

Composition

The conference planning group chair and members are appointed through the TXCPA volunteer appointments process and should reflect a cross section of the membership. Appointments will be based on criteria including but not limited to area of practice, experience, and geographic representation.

Responsibilities of Conference Planning Group Chairs:

1. Work with the staff liaison to schedule conference planning meetings
2. Conduct meetings in accordance with *Robert's Rules of Order*;
3. Determine how the conference planning group might assist in achieving overall objectives of TXCPA

Responsibilities of Conference Planning Group Members

1. Recommend topics and subject matter experts for the conference
2. Assist with outreach to potential speakers
3. Attend and participate in conferences (onsite when held in person)
4. Provide onsite support such as introduction of speakers, moderation of sessions, registration support, etc.
5. Assist as needed in identification of topics for development of new course modules and conferences in the appropriate curriculum
6. Make recommendations on how to engage members outside the conference environment

Appointment Process

Similar to committees, in addition to a desire for service on a particular planning group, the member's related experience, as well as the need for appropriate member demographic balance on the planning group, is considered.

A chair shall be appointed for all conference planning groups by the TXCPA chair-elect or individual who will be chair during the service year in which the member is being appointed for a one-year term and may be reappointed for an additional two terms. In special circumstances a chair may be eligible to serve more than three consecutive terms with approval by the president & CEO and the individual who will be chair during the service year in which the conference planning group chair is being appointed.

Members will be appointed to a conference planning group for a one-year term with the understanding that the member may be reappointed for an additional two terms only if his/her record of involvement and participation has been commendable. In appropriate circumstances when specific expertise is needed, a member may serve more than three consecutive terms on a planning group with approval by the president & CEO and the chair-elect or individual who will be chair during the service year in which the member is being appointed.

New volunteer applications are accepted annually and as vacancies occur. The call for conference planning group volunteers will be held annually consistent with the learning calendar. Returning and new volunteers are recommended by the incoming conference planning chair and staff liaison and approved by the chair-elect or individual who will be chair during the service year in which the member is being appointed.

Vacancies may occur during the year due to resignation, lack of participation, the need for more volunteers or the need for a particular expertise to execute the work of the group. These vacancies may be filled with approval by the president & CEO and the chair or individual who will be chair during the service year in which the member is being appointed. (BOD:4/24/25)

Meetings

1. All in-person meetings shall be held in Texas unless scheduled in conjunction with the Annual Meeting or Leadership Council meetings taking place outside of the state.
2. The meetings should be organized in such a manner to minimize travel time and maximize meeting time.
3. Every effort should be made to determine if a virtual meeting would be acceptable to optimize time required of volunteers and minimize costs.
4. Guests may be invited to attend the meetings at the discretion of the conference planning chair.

Quorum/Voting

Unless stated otherwise, a quorum for any meeting should consist of at least a majority of members appointed. Every action or recommendation made by a majority of conference planning group members present at a meeting duly held at which a quorum is present is the act of the conference planning group.

Meeting Expenses

Reasonable meeting expenses for such items as lunches, breaks, audio/visual equipment, meals and related expenses for the staff liaison(s) will be borne by the Society.

Expense Reimbursement

Reimbursement for conference planning members is limited to those for whom lack of reimbursement would constitute a sufficient financial burden to interfere with the performance of their responsibilities with TXCPA and its affiliated entities (not including chapters). Such reimbursed expenses are limited to transportation costs (e.g., coach class airfare, personal automobile mileage allowance, taxi and auto rental). Original receipts of all expenditures must accompany requests for reimbursement.

Conference planning group members requesting travel reimbursement under the parameters outlined above are to seek approval for reimbursement prior to the meeting. Requests should be submitted to and approved by the chief financial officer. Members approved for reimbursement must submit a brief memo, attaching either an original airfare receipt or a mileage statement. Arrangements for air travel should be made sufficiently in advance to obtain any discount fares available. There will be no disclosure of names of members to whom reimbursement is made. It is the intent that requests for reimbursement come only from conference planning members who qualify for reimbursement under this policy.

Conference Planning Groups should be aware of the following policies:

1. Travel, telephone, mailing costs and other expenses incidental to planning meetings, Board of Directors and Leadership Council meetings are a personal obligation of the conference planning group members; such obligations should be recognized at the time of acceptance of the appointment to a group.
2. Expense of mailings and printing of brochures or manuals and/or other materials for conference planning projects are to be requested as items in the group's budget each year; expenses of this nature should be incurred only through the TXCPA administrative office.

These reimbursements are not available to conference planning group members attending meetings held in conjunction with the Society's Leadership Council Meetings or Annual Meeting of Members since all members are expected to attend these meetings at their own expense. (EB:6/29/06 and 4/27/07)

Responsibilities of conference planning group staff liaisons:

Assignment of staff liaisons to conference planning groups is the responsibility of the president & CEO.

The role of the staff liaison is to be well informed of TXCPA activities and policies, to advise the conference planning group of such, and to recommend and implement approved programs.

Staff liaison responsibilities include:

1. Monitor changes, trends and current issues relative to the conference planning group activities, and report on significant items at each meeting;
2. Implement staff action items generated by conference planning group activity;
3. Participate in discussion of conference planning group;
4. Coordinate with the chair on the agenda for all meetings;
5. Coordinate all meeting arrangements with the appropriate staff;
6. Disseminate meeting notice at least four weeks before the meeting, if possible;
7. Take minutes at all meetings of the conference planning group assigned, develop list of action items and distribute to all group members. Minutes will be distributed prior to the next meeting in the approved format without the necessity of chair's approval. Corrections or additions to minutes will be made at the next meeting;
8. Maintain conference planning group files; and
9. Make all conference planning group minutes available via the designated electronic medium.