

**PITTSBURGH CONFERENCE COMMITTEE MEMBERS
(TYPES OF PITTSBURGH CONFERENCE PARTICIPATION)
UPDATED 2003**

- A. General Committee Members:** Each Pittsburgh Conference General Committee Member is an appointee from either the SSP or the SACP and enjoys full membership in the Society including living within the geographical area delineated in Society Bylaws. As well as being part of the technical community, these Committee Members have served the Societies on various committees and/or as Society officers and have served successfully as Conference Week Staff prior to being appointed to the General Committee. Named Presidents, Chairs, Chair-elects, and Assistants are drawn from the pool of General Committee Members. Before accepting membership, nominees should be willing to accept these positions if requested by the President. General Committee Members are invited by the President to serve for one year beginning July 1 of each year and are generally re-appointed by the upcoming President each year. (Membership is subject to Pittsburgh Conference Bylaws.)
- 1. Chairs and Chair-Elects of the Societies:** If not already a member of the General Committee, members serve as ex-officio members of the Committee during their terms of office. (Pittsburgh Conference Bylaws)
 - 2. The Organizing Committee:** The President, Vice-President, and Committee Chairs comprise the Organizing Committee.
 - 3. Committee Chair/Chair-Elect:** A Chair or Chair-Elect is a Pittsburgh Conference General Committee member who has been invited by the President/President-Elect to serve as the Chair/Chair-Elect of a specific committee. The Committee member has agreed to serve as Chair/Chair-Elect and to assume additional responsibilities to assure that all the tasks within the province of that specific committee are completed to the best of their ability to produce the Pittsburgh Conference and Exposition. This is a major undertaking requiring a considerable commitment of time and energy.
 - 4. Committee Assistant:** A Committee Assistant is generally nominated by a Committee Chair and is appointed by the President to serve throughout the year on that specific Committee. They assist the Chair and Chair-Elect to complete all of the tasks required of that Committee. Committee Assistants may serve on more than one committee.
 - 5. Special Appointments:** At the discretion of the President, a person who does not fulfill all the requirements to be a General Committee Member may be appointed for one year as a special advisor or to fulfill a specific Committee requirement. For that one year, the appointed person is considered to be a full General Committee Member.

B. Conference Week Staff (CWS): Prior to and during Conference Week each year, additional people are needed to complete the final steps in organizing the Conference and to perform all the tasks associated with its actual production. Each year the spouses of Pittsburgh Conference General Committee Members are automatically invited to be Conference Week Staff. CWS nominated by Society members who wish to become full Committee Members are also considered, and this is viewed as a trial period for both parties. Family, friends, and work associates of General Committee Members, and Spouses of Office Staff, may also be considered for Conference-week Staff positions as needed. CWS is a temporary assignment generally requiring a commitment only for the week of the Conference. CWS do not have the privileges of General Committee membership. All appointments to CWS are made individually by the President and are based upon a need for additional help during Conference Week as identified by the Organizing Committee.

- 1. Former Presidents who are not General Committee Members:** Former Presidents who do not live within the Pittsburgh area and cannot participate in the day-to-day work of organizing the Conference may be able and willing to serve during Conference Week. Certainly, we find their experience and ideas to be valuable. These Former Presidents are included as Conference Week Staff if they are able and if they wish to serve.
- 2. Pittsburgh Conference Office Staff:** Members of the Pittsburgh Conference Office Staff support the Organizing Committee throughout the year. Staff members are expected to participate in the production of the Conference during Conference week as needed.

C. Student Aides: College/University students sponsored by their Professors (friends of the Conference) may be invited by the President to participate in the Pittsburgh Conference during the week of the Conference. Activities and assignments are coordinated through the Special Projects Student Coordinator and the Labor Pool Chair.