

## **Ambassador Outreach Subcommittee (AOSC)**

The Ambassador Subcommittee is responsible for soliciting and coordinating volunteers for the Schedulers & Dispatchers Annual Conference. They provide support for First Time Attendees, host a First Time Attendee meeting, develop the First Time Attendees Passport program, and maintain and distribute the pre-conference guide for the Conference. The Ambassador Subcommittee is also responsible for maintaining contact and disseminating S&D information to all regional scheduler and dispatcher groups around the country. They coordinate with the NBAA Staff Liaison to update the NBAA website's S&D Regional Group webpage for information related to meeting dates, location, and group contact information. They also serve as the initial point of contact to help provide information on how to start a domestic or international regional group.

## **Educational Development Subcommittee (EDSC)**

The Educational Development Subcommittee supports the S&D Committee mission to further the professional growth and development of scheduling and dispatch professionals. They are responsible for the conference plan process including session development, planning and coordination of speakers. They are responsible for evaluating and selecting PDP courses offered in conjunction with the annual S&D Conference, as well as coordinating the Conference Training Initiative (CTI) program for conference attendees.

## **Publicity & Communications Subcommittee (PSC)**

The Publicity and Communications Subcommittee may be asked to solicit sources for S&D-related articles or to submit S&D-related article ideas for NBAA online and print publications. They are also asked to coordinate with the NBAA Staff Liaison on the distribution of S&D-related news to various industry publications. They work with the NBAA Staff Liaison to maintain the S&D Committee webpage on the NBAA website. They also aid in the promotion of the annual conference through social media. They are responsible for coordinating an S&D session at the NBAA Annual Meeting and Convention, and for slideshow presentations at the annual NBAA S&D Conference. This Subcommittee may be solicited for assistance in publicizing various S&D initiatives.

## **Scholarship Subcommittee (SSC)**

The Scholarship Subcommittee is tasked with the administration of the scholarship and training award programs. The Subcommittee assists the Committee in soliciting funds for scholarships and educational opportunities for training awards. Solicitation of new donors is vetted through the NBAA Staff Liaison. In coordination with the NBAA Staff Liaison, the SSC also publicizes opportunities, oversees the application process, selects, and notifies recipients for both scholarship funds and training awards.

## **Vendor Subcommittee (VSC)**

The Vendor Subcommittee, working in conjunction with the NBAA Staff Liaison, will serve as an information conduit to the exhibitor/vendor community relating to Committee and session information, exhibitor guidelines, exhibitor prospectus information and editing, exhibit floor layout, floor giveaways, exhibitor events including collection and distribution of event information, and will host the Pre-conference Exhibitor Meeting. The Vendor Subcommittee is also tasked with hosting the Grand Prize Luncheon.