



**IAAO**

INTERNATIONAL ASSOCIATION  
of **ASSESSING OFFICERS**

*Valuing the World*

# **Local Host Task Force Manual**

*(Revised January 2025)*

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# SECTION 1

## Introduction

*IMPORTANT – IAAO manuals are intended to provide information. Much of the content of this manual is based upon content in the IAAO bylaws and procedural rules. If there are discrepancies between this manual and the IAAO bylaws and procedural rules, those IAAO governing documents prevail. It is the responsibility of the committee to recommend updates to this manual.*

The president and president-elect determine the number of members of each committee and task force, with one member designated as chair for a one-year term. To be eligible for appointment as a committee chair, a member must have met the eligibility criteria listed in the IAAO procedural rules. There may also be a staff liaison, task forces, and subject matter experts assigned to support the work of the committee as needed.

The chair coordinates the work of each committee. The chair is responsible for directing the members and activities of the committee to ensure that goals and objectives are met.

### **The responsibilities of the chair are to:**

- Determine methods by which the committee charges are met;
- Prepare agendas for meetings and distribute required resources;
- Set expectations for members' contributions and responsibilities;
- Delegate and monitor work assignments;
- Ensure committee work is completed in an efficient and cost-effective manner;
- Recommend committee appointments;
- Ensure that meeting notes are taken and that the minutes are produced;
- Distribute minutes of meetings; and
- Report to the board of directors as requested.

### **Committee members work toward the fulfillment of IAAO's objectives by:**

- Reviewing all relevant material/background information;
- Completing assignments assigned by the chair;
- Meeting all deadlines;
- Supervising the work of assigned task forces and assisting as necessary; and
- Participating in all meetings and activities of the committee.

# SECTION 2

## Timeline

August	First meeting of IAAO Local Host Task Force. This could be at the current Annual Conference & Exhibition (Conference) if possible. A monthly meeting is required thereafter.
October/November	Participate in development of educational program in conjunction with the Conference Content Task Force.
January 1	Make recommendations for keynote speaker.
February 1	President selects keynote speaker.
August 1	Names of task force members provided to the IAAO Meetings & Events Department for the next Conference.

# SECTION 3

## Tasks and Procedures

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### LOCAL HOST TASK FORCE

This section provides the necessary guidelines for the IAAO Local Host Task Force (LHTF) to proceed in the planning and staffing of the IAAO Conference.

#### Purpose

The Task Force supports IAAO's mission and commitments by ensuring that the conference host city arrangements are properly facilitated. This important function lays the foundation for discussion, research, education, and professional advancement for property valuation, assessment administration and property tax policy at the IAAO Conference.

LHTF duties include recommending a variety of social activities, off-site event venues and/or restaurants, local entertainment, local exhibitors, local sponsors and participating in a monthly conference call with the IAAO liaison to the LHTF.

#### Structure

The Local Host Task Force is officially established by the IAAO in accordance with the IAAO's Bylaws and Procedural Rules. The LHTF Co-Chairs and members are determined locally, and the names provided to the IAAO liaison to the LHTF by August 1 of the year prior to the conference, for official appointment by the IAAO president-elect. LHTF members must be IAAO members in good standing.

The LHTF normally consists of no more than nine members: two Task Force Co-chairs (or one chair and one vice chair), two Volunteer Co-coordinators, Registration Coordinator, Conference Content Task Force Representative, and Special Events Coordinator.

The IAAO Board re-established a Conference policy in the fall of 2000 that mandates all Conference fundraising/sponsorship activities be handled through IAAO Headquarters. This decision was based on the IAAO auditor's recommendation according to Generally Accepted Accounting Practices.

#### Key LHTF Members

##### 1. Volunteer Co-coordinators.

These LHTF members will work very closely with the IAAO liaison to the LHTF to establish both a preliminary and final volunteer schedule, as well as volunteer orientation materials for the Conference. These Task Force members are responsible for making sure volunteers are where they are supposed to be and when they are supposed to be there.

##### 2. Registration Coordinator.

This LHTF member provides overall supervision & on-site training to all registration volunteers, in conjunction with the IAAO registration staff.

### **3. Conference Content Task Force Representative.**

This LHTF member serves on the Conference Content Task Force, in addition to serving on the LHTF. This member attends the two Conference Content Task Force meetings. Members of the Conference Content Task Force assist in the selection of abstracts for the Conference. This Task Force member is also assigned to a track of sessions at Conference and will be the first point of contact for the speakers and session chairs in that track.

### **4. Special Events Coordinator.**

The Special Event is an unbudgeted activity, and the LHTF is fully responsible for the event. This LHTF member should communicate directly with the IAAO Director, Strategic Partnerships to obtain information regarding a basic framework for past sponsorships of this event, as well as to communicate regarding current sponsorship efforts because dollars secured for the event may reflect the availability of sponsorships for the overall Conference.

## **Staffing at the Conference**

There are numerous activities, events, and special functions, which will require LHTF volunteers' assistance. This assistance will be defined in more detail during the 12 months preceding the Conference. Typical areas of assistance include the IAAO registration desk, membership booth, ticket takers or badge checkers at events, etc. The specific number of personnel needed will depend upon volunteer availability. We will not know the total number of volunteers needed until the Volunteer Coordinators receive availability information and begin to assign volunteers to specific shifts. The total number should be approximately 40 volunteers.

All other tasks are the responsibility of IAAO, specifically the Meetings & Events Department. These tasks include, but are not limited to, contracts or agreements which must be signed by the Executive Director, program logistics, selection of promotional items (conference bags, etc.), agendas, exhibitors, meal functions, educational programs, moderators, hotel set-up, and a variety of other similar tasks, including providing assignment needs to the LHTF.

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# **CONFERENCE**

## **Keynote Speaker**

Selection of a keynote speaker and topic is the responsibility of IAAO, specifically, the IAAO president. Also, the choice or selection of a specific "keynote" speaker or some other type of "presenter" depends upon input from the IAAO president.

If a keynote speaker is required, IAAO and the president would accept any ideas or recommendations on this matter from the LHTF. Recommendations should be sent to the IAAO liaison to the LHTF by January 1 of the conference year for consideration by the president. IAAO staff will handle the contract and logistics.

## **Marketing**

IAAO staff and the LHTF share the responsibility for marketing of the Conference. IAAO will handle all marketing materials pertaining to exhibitors, the pre- conference brochure, final conference program, advertising in Fair + Equitable, and other areas, as appropriate.

The LHTF can assist with marketing to local businesses, corporations, individuals, and others. The LHTF should provide a list of prospective local sponsors and exhibitors to the IAAO liaison to the LHTF. The list should contain names, addresses, phone numbers, and e-mail addresses, if available.

## Preliminary Agenda

A preliminary Conference agenda will be provided to the LHTF by the Director of Meetings & Events. It is for the task force's information only and should not be distributed to others. The LHTF is not permitted to schedule events that will conflict with official IAAO Conference activities.

## Opening Session Formalities

The LHTF will coordinate a color guard and singer for the National Anthem. The opening session takes place on Monday morning. These roles are not paid, but IAAO can provide parking at the venue.

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# EDUCATIONAL PROGRAM

## Development

The educational program, conducted at the Conference, is the responsibility of IAAO staff and the Conference Content Task Force.

Special workshops and seminars may also be conducted at the Conference and are the responsibility of the IAAO staff and Conference Content Task Force. If the LHTF has a specific topic or subject that the Task Force might find of interest, those ideas should be provided to the liaison to the LHTF before January 1.

## Continuing Education Credit

IAAO only allows paid Conference attendees to earn educational credit.

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# VOLUNTEERS

The IAAO liaison to the LHTF provides the LHTF with a schedule with the number of volunteers needed for various events during Conference. The LHTF fills in the slots with the names of the volunteers once all have been scheduled. Volunteers must be IAAO members in good standing. With prior approval from the Executive Director, local non-members who are not attending Conference may volunteer. Approved local volunteers with two or more hours of service will be granted exhibit hall-only passes at no charge.

Volunteers who work a minimum of six hours will receive a registration discount of \$150. As a paid and registered volunteer, the volunteer only receives credit for a session when they are "off duty" and attending the session.

## FINANCIAL ARRANGEMENTS & SPONSORSHIPS

It is required that the Local Host Task Force set-up their own bank account in order to efficiently manage the financial responsibilities that go along with the various activities related to IAAO's Conference, but are the sole responsibility of the LHTF. The LHTF maintains all proceeds and pays all expenses for the following:

- Special Event
- Pre & Post Tours
- Charitable Activity
- Other Special Off-site Events

### Sponsorships

Any sponsorship efforts need to be coordinated with IAAO and the Director, Strategic Partnerships to ensure that sponsorship dollars are available for the overall Conference and to coordinate with the comprehensive IAAO partnership programs.

Sponsorships offered by the LHTF must be clearly distinguished from those offered by IAAO. To that end, the LHTF should create special wording that makes them stand- apart and be clear in what the sponsor is getting in return for their contribution (funds or material goods). The LHTF is required to present their Sponsorship Packages in writing to the IAAO liaison to the LHTF and Director, Strategic Partnerships before publicizing them and pursuing sponsors. IAAO will provide a list of past IAAO Sponsoring companies to the LHTF. The LHTF may not pursue any of the sponsors on the list until released by IAAO. The LHTF is encouraged to find new and local sponsors for both the Sponsorship Packages offered as part of the overall Conference and the Sponsorship Packages offered by the LHTF. Materials recognizing special event sponsors, including communication to participants and signage at the event, should be reviewed by the IAAO Director, Strategic Partnerships before distribution to display.

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## CONVENTION & VISITORS BUREAU

The LHTF may contact the local Convention and Visitors Bureau to obtain information needed to promote and facilitate the events and programs at the Conference. Items contributed could include local maps and special site information brochures.

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## CONFERENCE HOTEL AND FACILITY

The LHTF is required to be accompanied by an IAAO staff member for all contracted hotel or facility site visits, unless otherwise approved by the Director of Meetings & Events. All LHTF requests for space and other requirements should be submitted for approval to the Director of Meetings & Events.

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## MISCELLANEOUS ISSUES

Traditionally, the LHTF conducts their first meeting at the Conference immediately preceding the Conference they are hosting, and then conducts monthly meetings or calls thereafter. These meetings or calls are extremely important and are scheduled to review the status of activities, assignments, and other logistics in preparing for the Conference. The LHTF Co-chairs, for the following year's Conference, should be invited to participate in these monthly meetings or calls.



The IAAO liaison to the LHTF, Director of Meetings & Events, Specialist, Meetings & Events, Director, Strategic Partnerships, and Director of Marketing, will attend all meetings to ensure that all Conference activities are reviewed in detail. The IAAO President and Executive Director are invited to attend the meetings as their schedule permits.

**The Local Host Task Force is a volunteer task force.** No conference discounts are provided for service to this task force.

# SECTION 4

## Contacts

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### IAAO STAFF CONTACTS

The IAAO liaison to the LHTF serves as your primary contact.

#### **Additional contacts:**

- **Director of Meetings & Events**
- **Specialist, Meetings & Events**
- **Director, Strategic Partnerships**

The IAAO liaison to the LHTF will keep the IAAO President and Executive Director informed of all Conference activities, events, correspondence, and other matters.

# ABOUT IAAO

The International Association of Assessing Officers, formerly the National Association of Assessing Officers, was founded for the purpose of establishing standards for assessment personnel. IAAO is a professional membership organization of government assessment officials and others interested in the administration of the property tax. Over the years IAAO members have developed assessment practice and administration standards and many of these standards have been adopted by state and international oversight agencies, and some have been incorporated into legislation.

IAAO continues at the forefront of assessment in North America and has been expanding its reach to the global community for the last five decades. Because standards form the rules by which North American assessors perform their duties, they may not be directly applicable to an overseas audience. The standards have been updated to also present the broad principles upon which the rules are based. IAAO believes those principles may be adapted to many differing statutory and regulatory scenarios worldwide.