



IAAO

INTERNATIONAL ASSOCIATION
of **ASSESSING OFFICERS**

Valuing the World

Conference Content Task Force Manual

(Revised 2021)

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SECTION 1

Introduction

IMPORTANT – IAAO manuals are intended to provide information and guidance. 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 shall prevail. It is the responsibility of the committee or task force to recommend updates to this manual as necessary to ensure its accuracy.

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 task force charges are met;
- Prepare agendas for meetings and distribute required resources;
- Set expectations for members' contributions and responsibilities;
- Delegate and monitor work assignments;
- Ensure task force work is completed in an efficient and cost-effective manner;
- Recommend task force 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.

Task Force 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 task force.

Task forces hold in-person meetings as approved by the president. All expenses for these meetings are paid per IAAO's expense guidelines. In addition, task forces use electronic communication for ongoing collaboration throughout the year.

The members of the Conference Task Force include one local host task force representative and one associate member. The purpose of this task force is to support the mission and commitments of IAAO by ensuring that the content of the education program at the IAAO Annual Conference provides a wide spectrum of timely and meaningful topics in the area of property appraisal, assessment administration, and property tax policy.

SECTION 2

Timelines

FALL MEETINGS

- Meet approximately one month following previous conference;
 - Review resources/materials;
 - Surveys, library research requests, IAAO Connect discussions, pertinent board of directors' actions;
 - Obtain input from incoming president;
 - Develop desired session topics as they relate to the *Apendium*;
 - Determine how submissions will be evaluated;
 - Determine timeline;
 - Deadline for presentation submission, tracks and session titles provided for timely publishing in *Fair + Equitable*, notification to presenters selected and those not selected, presenter confirmation of acceptance to present, final session titles and speakers, presenters submit any outstanding items i.e., resumes, agreements, timed outlines and additional requirements the presenters require, selection and confirmation of moderators, presentation and narrative received from speakers;
 - Develop call for presentation and prepare for publication;
 - Review presentation abstracts prior to spring meeting.
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SPRING PLANNING MEETINGS

- Review and critique submissions using a rubric;
 - Determine schedule (dates and times available for sessions);
 - Review and finalize titles and descriptions;
 - Determine topics not covered by submissions;
 - Confirm selected presentations;
 - Select moderators;
 - Assign task force members to speaker ready room (dates and times).
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AT CONFERENCE

- Onsite support of speakers and moderators.

SECTION 3

Tasks and Procedures

This task force annually reviews all papers submitted to IAAO for presentation at the IAAO Annual Conference to determine their appropriateness for presentation whether in person or virtually as applicable. The task force actively solicits papers and speakers on topics of general interest to the membership and organizes all education tracks and sessions for the IAAO Annual Conference.

The task force may receive special projects assigned by the board of directors.

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.