

## **DUTIES OF THE FOUNDERS' LECTURE COMMITTEE**

1. Elicit suggestions from the membership for the Founders' Lecture speaker and possible topics for the lecture.
2. From the suggestions, develop a list of possible speakers and topics for the Founders' Lecture and submit this list for Board review.
3. Contact the individuals selected (in the order determined by the Board) and extend the invitation to give the Founders' Lecture. Appropriate topics (that the Board has approved) might be suggested to the selected speaker as preferred subject matter for the Lecture.
4. In conjunction with the agency hosting the CAC Seminar, arrange for a time within the Seminar format for the Lecture to be given.
5. Arrange for suitable publicity for the Lecture.
6. Assist in travel or hotel arrangements for the invited speaker.
7. Arrange with the Seminar Chair for a complimentary room (maximum 2 nights) and meeting registration to be available for the speaker (costs to be covered by the Seminar). A banquet ticket is optional.
8. Arrange with the Awards Committee Chair for the presentation of a plaque commemorating the Lecture at the Seminar.
9. Ensure that the speaker receives a check from the CAC Treasurer for reimbursement of travel expenses (up to \$1,500).
10. Ensure that an honorarium check in the pre-approved amount is presented to the speaker at the Seminar.
11. Ensure that the Founders' lecture be submitted for publication in CAC News and Science and Justice and the journal of the Forensic Science Society.
12. Because these expenses are complimentary incurred only every 1-1/2 years, ensure there is a continuing budget allocation and Seminar Chair notification.