

NID TEACHERS' CONFERENCE JOB DESCRIPTIONS

Revised, 2018

CHAIRPERSON

- Attend and chair all NID teacher conference planning meetings.
- Serve on the Executive Committee.
- Write agenda for planning meetings and forward to Secretary for distribution.
- PR announcements:
 - Registration
 - Conference booklet welcome
 - Timothy Award, 3 Outstanding Teachers, and Mustard Seed winners
- Vote for district award winners.
- Forward letters asking for nominations for the Timothy Award, 3 Outstanding Teacher, and Mustard Seed to the NID office for the website.
- Collect nominations and seconds for Timothy Award, 3 Outstanding Teacher, and Mustard Seed awards.
- Prepare awards for award winners.
- MC the award ceremony.
- Vote for district award winners.
- Gather names of people who are willing to run for office (one person per committee and secretary and treasurer as necessary). The Planning Committee is able to help gather names.
- Contact nominees to make sure they are willing to run for office.
- Prepare a ballot for the election, count results, and announce results.
- Approve all expense vouchers.

NORTHERN ILLINOIS DISTRICT OFFICE

- Attend all NID teacher conference planning meetings.
- Serve as conference chairperson.
- Forward a district letter to the Program Committee for the booklet.
- Post the following items on the NID website as necessary:
 - Registration materials
 - Requests for award nominations (Timothy Award, 3 Outstanding Teacher Awards, Mustard Seed)
 - Requests for committee member nominations
- Contact and secure major sponsors (CURF, Thrivent...)
- Officiate the business meeting (conduct elections, elect Synodical convention lay delegates when necessary)
- NLSA consultant announces the Good Shepherd Award winner at the conference.

PLANNING COMMITTEE

- Select the recipient of the conference offering.
- Vote on awards (Timothy, 3 Outstanding Teacher, Mustard Seed).
- Attend all NID teacher conference planning meetings.

SECRETARY

- Attend all NID teacher conference planning meetings.
- Serve on the Planning Committee.
- Keep minutes of all executive and conference board meetings.
- Send minutes and meeting notification to all committee members.
- Develop schedule for devotions and snacks for planning meetings.
- Send out all correspondence where appropriate (letter to newly elected committee members).
- Forward conference schedule to the Program Committee for the booklet.
- Set up and run registration sign in table for conference.
- Secure folders, pencils/pens, notepads, etc... for conference folders (CURF, Thrivent...)
- Put the conference folders together with necessary items.
- Vote for district award winners.
- Create name tags for conference committee, attendees, and presenters.

FINANCIAL SECRETARY

- Attend all NID teacher conference planning meetings.
- Serve on the Planning Committee.
- Vote for district award winners.
- Work with the NID-SMD, Concordia, and LEA as follows:
 - SMD – develop and assist in creating vouchers, assist with financial matters as requested
 - Concordia – secure financial arrangements for services
 - LEA - monitor progress of registration finances, secure financial update for committee planning meetings, work with chair to develop conference budget
- Hand out all thank you notes and checks to presenters.
- Work with Program to coordinate thank you notes and checks.
- Distribute thank you notes and checks to speakers when they check in.
- Secure a financial report from Business Office for the conference program booklet.
- Serve as a check and balance for finances.
- Assist with creating a conference budget.

ARRANGEMENT COMMITTEE CHAIR

- Attend all NID teacher conference planning meetings as needed.
- Attend all Arrangement Committee meetings.
- Secure volunteer assistance as needed.
- Coordinate and set up meeting rooms before the opening of the conference.
- Forward a sectional location map and all necessary AV materials to the facility host.
- Make location/direction signs for all sectionals unless the host does it.
- Assist the speakers as needed during the conference.
- During the conference, work with the staff of the hosting facility to make sure that meeting rooms are ready with necessary equipment that has been requested.
- Keep lines of communication open.
- Secure exhibitors for the conference. This includes mailings and contracts. Provide exhibitors with all information (set up/departure times, lunch, hotel information,...)
- Coordinate the set-up of the exhibit area.
- Assist exhibitors at the conference with directions for location and set up.
- Make hotel reservations for committee members and speakers. Secure a dinner spot the night before the conference.
- Make meeting room arrangements with the hotel.
- Choose the menu and work with the staff during the conference, guaranteeing the number of meals.
- Organize the AV equipment, in collaboration with Programs and CUC.
- Ensure adequate signs are in place for directions to sectionals.
- Forward all necessary registration materials to the NID office for posting on the website.
- Forward all necessary program booklet information to the Program Chair.
- Vote for district award winners.
- Arrange to have photos taken of award winners. Forward to the NID office for publication.

PROGRAM COMMITTEE CHAIR

- Attend all NID teacher conference planning meetings as needed.
- Attend all Program Committee meetings.
- Secure volunteer assistance as needed.
- Assist in securing sectional speakers.
- Arrange for sectional introducers at conference.
- Type biographies for sectional presenters to be included in the program booklet.
- Summarize evaluation forms from the most recent conference.
- Keep lines of communication open.
- Assist in securing sectional introducers.
- Assist with contracts for speakers.
- Notify speakers where they need to go upon arrival. Escort them if necessary.
- Write thank you notes to all speakers and give to the treasurer to put with checks.
- Coordinate the needs of all speakers (contracts, fees, room assignments, AV materials, etc..).
Work with Arrangements for room needs.
- Supervise and assist in compiling of all information for program booklet. Secure printer willing to print the booklet. Make sure everyone forwards the necessary items by due date.
- Forward the completed booklets to the secretary at least 2 weeks prior to conference date.
- Compile room grid for speakers including all information and forward to Arrangements year one.
- Double check set up the night before the conference begins.
- Work with finance secretary and Business Office to make sure all speakers are paid.
- Forward all necessary information to the NID office for posting on the website.
- Vote for district award winners.

EVALUATIONS CHAIR

- Attend all NID teacher conference planning meetings.
- Secure volunteer assistance as needed.
- Work with the appropriate agency for licensure and professional development unit for documenting. (Concordia University-Chicago, ISBE, Gateway, DCFS).
- Create a conference survey and summarize evaluation forms from the conference.
- Vote for district award winners.

WORSHIP COMMITTEE CHAIR

- Attend all NID teacher conference planning meetings as necessary.
- Attend all Worship Committee meetings.
- Secure volunteer assistance as needed.
- Help in every aspect of the worship service.
- Line up and organize ushers. Make available to the committee the month prior to the conference.
- Receive the District President's approval for the Communion statement. Forward to the Program chair for the booklet.
- Create or find someone to create a logo of the conference theme. Forward to the Program chair for the booklet cover.
- Arrange for and secure special music for the worship service.
- Write thank you notes for the pastors. Forward to the financial secretary to include with the checks.
- Produce a technology based order of worship.
- Forward all necessary items to the Program chair for the booklet.
- Vote for district award winners.