

Conference Committees

Conference Coordinator

Duties: To appoint Committee Chairs, Create Volunteer Schedule, work with all committees and director, monthly/weekly reporting to director.

Hotel

Duties: Work with National Rep to secure hotel, room block, rooms for local and national reps, F & B menus, secure audio visual for all meetings and rooms.

Budget

Duties: Create budget, work with all committees to update budget. Prepare expense reimbursement and report on conference.

Speaker

Duties: Work with Director and coordinator to determine speakers and curriculum. Secure speakers, speaker dignitary for opening session.

Registration

Duties: Work with director, coordinator and budget committee. Set up and track attendee registration. Print name badges for all attendees. Check-in attendees.

Communications/Marketing

Duties: Work with director, coordinator and speaker committee. Create conference info on Region website and keep updated. Help create program book and signage.

Sponsor/Signage

Duties: Work with communication and budget committees to create sponsor/ad forms and signage. Solicit sponsors from other chapters and local companies. Make sure to receive sponsor logos and ads. Make sure monies received from sponsors.

Chapter Sales

Duties: Work with all chapters for individual chapter sales.

Entertainment

Duties: Secure entertainment for welcome party and after party.

SWAG/Gifts/Decorations

Duties: Complies swag bag donations, work with all committees to help secure gifts for speakers and other attendees, make and put up decorations. All committees will help stuff swag bags.

All committees will help with end of conference breakdown and clean up.