VMN 2019 Conference Committee Role Descriptions

Committee Positions

- Conference Chair and Logistics Coordinator (Tiffany Brown)
    - Social Liaison (2)
    - Member at Large (1)
    - Photo Contest Coordinator (1)

- Program Coordinator (Michelle Prysby)
    - Program Liaisons (2)

- Lodging Coordinator (Terri Keffert)

- Volunteer Coordinator (1)
    - Volunteer Support for Pre-conference (Michelle Prysby and Terri Keffert)
    - Volunteer Support for Onsite (1, Planning Committee person - Member at Large or Program Liaison, depending)

Committee Role Descriptions

Conference Chair and Logistics Coordinator (Tiffany Brown)
Tiffany is responsible for overseeing the conference to make sure it is planned and executed as smoothly as possible. She will liaise with each position on the Planning Committee and support them in any way they need. She is responsible for coordinating conference registration, on-site and field trip logistics.

Social Liaison (2)
This position is responsible for helping to plan the social aspects of the conference and coordinate green team efforts. They will work closely with Tiffany to make sure that their parts of the event have the logistical support they need. They will be responsible for deciding on menus, linens, table centerpieces, door prizes, social activities, recycling and composting programs, etc. It would be helpful if the people in this position could attend meetings with the caterer and walk through the venue with Tiffany to have a good understanding of what is needed.

Time commitment:
- 2 full committee meetings (January and July/August), both meetings would include a site visit at the venue
- 1-2 meetings with Tiffany (early-spring and late-summer; in-person or conference call) to go over plans for all aspects of social events
- Plenty of emails with Tiffany to work on details as we go
- As many meetings, emails and phone calls between the Coordinators (and helpers if they choose to have them) as they deem necessary to work on their tasks.
- Steady work throughout planning process, a few hours a week here and there.
- Busiest time would be the 2-3 weeks leading up to the conference and at the conference itself.

Member At-large (1)
This position will help each group as and/or if they need it. This person will have a good general knowledge of what is going on so that they can step in if someone on the Conference Planning Committee is suddenly unable to continue. If that does not happen (fingers crossed), then they would be the Volunteer Support for Onsite during the conference.

Time commitment:
- 2 full committee meetings (January and July/August), both a site visit at the venue
- 1 initial conference call with Tiffany to go over duties and expectations
- Other time commitments will depend entirely on what role this person might be needed to step into
- If they are not required to step into another committee role, they would then be busiest during the conference working as the Volunteer Support for Onsite

<u>Photo Contest Coordinator (1)</u>
This position is responsible for organizing the Photo Contest. Tasks include determining the rules for the contest, determining categories for the contest, setting submission deadlines, collecting entry forms, securing judges, coordinating the judging process, creating award certificates and creating presentations to display the photos during the conference.

Time commitment:
- 2 full committee meetings (January and July/August), both a site visit at the venue
- 1 initial conference call with Tiffany to go over duties and deadlines for specific tasks
- Additional emails and phone calls with Tiffany as needed
- Finding judges and coordinating their involvement
- Very busy the last month leading up the conference and the Thursday/Friday of the actual conference

Program Coordinator (Michelle Prysby)
Michelle is responsible for the conference programming. She will work with the Program Liaisons to choose sessions and recruit speakers. She is responsible for making sure we have enough sessions for each time slot and that all logistical needs are accounted for and sent to Tiffany.

<u>Program Liaison(s) (2)</u>
This position is responsible for working with the Program Chair to determine the content and type of programming for the conference. They will help determine how many and what type of field trips, field sessions and classroom sessions there will be during the course of the conference. They are also responsible for working with Tiffany to make sure all sessions have the logistical support they need. The conference committee can send ideas for speakers to the Program Coordinators. The majority of the work for these positions is completed prior to registration opening. During the conference, the Program Liaisons are responsible for coordinating field trip groups on site and if needed, providing Volunteer Support for Onsite if the Member at Large is required to fill a committee role.

Time commitment:
- 2 full committee meetings (January and July/August), both meetings include a site visit at the venue;
- 1-hour (max) Zoom meetings with Michelle every 2-3 weeks from February through early May;
- Emails and/or phone calls to potential instructors;
- As many meetings, emails, and phone calls as needed between the Coordinators as they deem necessary to work on their tasks.
- The Zoom meetings can be scheduled for weekdays at lunchtime, weekday evenings, or another time, depending on the preference of the group.

Lodging Coordinator (Terri Keffert)
Terri is responsible for overseeing the lodging registration and room assignments. She will also handle lodging check-in on site and deal with any room issues that arise.

Volunteer Coordinator (1)

The Volunteer Coordinator is responsible for organizing and overseeing the VMN volunteers who help at the conference. This role requires strong communication and organizational skills. They must be comfortable using email, basic spreadsheets, and simple computer registration software. Much of the role is communication-driven with the volunteers, both before and during the conference, confirming their volunteer commitments, and helping them do the best they can at it. The Volunteer Coordinator will create and maintain volunteer sign-up records, making changes when necessary, and checking for scheduling conflicts prior to the conference, with the help of a VMN staff support person. They will confer with the other Conference Chairs to make sure to recruit and schedule their needed volunteers. Since most of the volunteers come from the host chapter, the Volunteer Coordinator may need to encourage their help. They will also help recruit specific, handpicked volunteers who would best serve as responsible field trip hosts. *Keeping the volunteers committed and happy with their roles, through communications and reminders, will be key.*

> Volunteer Support for Pre-conference (Michelle Prysby and/or Terri Keffert)
> This position will support the Volunteer Coordinator from the State Office. They will help you with brainstorming, requested guidance, and accessing the registration and conference program records that you will need.
>
> Volunteer Support for Onsite (Member at Large or Program Liaison if Member at Large becomes unavailable)
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> **Resources for you to use that are already in place:**
> 1. A volunteer registration system (Sign-Up Genius - to be filled in with the 2019 volunteer program information) that allows for you to download records to Excel for you to use for organizing the volunteers. (You can also set up reminder emails to be sent automatically.) Your staff support person can show you how the software works and help with any questions.
> 2. Documents to give to the volunteers regarding their roles, eg instructions, risk management docs for field trip hosts, templates for bios for the session hosts, sample emails
> 3. A timeline to help guide you throughout the prep process
> 4. A Volunteer Support person, both pre-conference and at conference.
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> *Time commitment:*
> - Planning Committee meetings (2 – January and July/August) and conference calls as needed with your Volunteer Support person
> - Planning and schedule set up, recruitment of field trip hosts, and communications to potential volunteers to start in April or May; volunteer sign-ups to start by end of May
> - Some cross-checking, corrections of records once registration is underway
> - Communications to volunteers as conference gets closer – busiest time is the month leading up to the conference and at conference itself
> - A 1 hr. meeting of the field trip hosts organized and led by Volunteer Coordinator to discuss field trip hosts' duties and risk management procedures