2017-2018 Mini Conference Committee Positions

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| Title | Description | Clean Time | Nominees |
| Mini Conference Chairperson(s) | Responsible for coordinating all aspects of the annual conference and overseeing all subcommittee chairs and members. | 1 Year  (Suggested) |  |
| Mini Conference Secretary | Responsible for recording & publishing minutes from Mini Conference meetings, creating and printing conference materials, and assembling conference attendee packets. | 6 Months  (Suggested) |  |
| Mini Conference Treasurer | Responsible for tracking and reporting expenses, collecting and depositing registration fees, and paying expenses of conference. | 2 Years  (Required) |  |
| Marketing Chairperson | Responsible for creating & distributing Mini Conference Flyer, working with Website Chairperson to post info on kcga4u.com, ordering conference giveaways, banners, cards, etc. | 6 Months  (Suggested) |  |
| Registration Chairperson | Responsible for receiving, tracking and reporting conference registrations, and organizing and working the registration table at the mini conference. | 6 Months  (Suggested) |  |
| Catering Chairperson | Responsible for obtaining cost estimates and coordinating lunch for conference. Also organizes volunteers for beverages, desserts, lunch supplies, table setup/decorations, etc. | 6 Months  (Suggested) |  |
| Workshop Chairperson | Responsible for organizing volunteers to lead workshops, creating workshop schedule, and reporting to committee on progress. | 6 Months  (Suggested) |  |
| Guest Speaker Coordinator | Responsible for recruiting volunteer guest speakers for conference and obtaining “thank you” gift for speakers. | 1 Year  (Suggested) |  |
| Committee Members | Responsible for attending Mini Conference meetings and supporting chairpersons in executing their responsibilities | 90 Days  (Suggested) |  |