

2012 ACUI Conference Planning Team (CPT) **Position Descriptions**

Education Experience Team

Education Experience Coordinator:

- In collaboration with the Conference Chair, contract an opening keynote speaker.
- In coordination with the Conference Committee develop the Education Schedule for the conference including leadership experiences, education sessions, roundtable discussions, and flash sessions.
- Oversee and help organize the Professional, Graduate, and Student Leadership Experiences for conference delegates by assisting the various Leadership Experience Chair(s) in soliciting topic ideas and possible presenters as well as creating learning goals for the experiences.
- Lead the EE Team in all aspects of Education program for the conference including but not limited to:
 - Surveying the Region on possible Topics for the Education Program and working with the Ed Council Chairs to ensure that all areas are covered
 - Creating the Call for Programs with the Publications Coordinator
 - Collecting and organizing all education session, roundtable, and flash sessions proposals as well as reviewing and selecting all education.
 - Serve as the main contact and resource for all presenters communicating before and during the conference
 - Coordinate with Host Chair meeting room options and technical needs
 - Develop an education program evaluation form, & distribute and collect them at the conference and then tally them and send the results to the new Conference Committee and the presenters.
 - Create ways to recognize and show appreciation for the Presenters both before, during and after the conference.

Student Leadership Experience Coordinator (s): (Student Regional Director will serve as a Coordinator)

- Coordinate all aspects of the Saturday morning Student Leadership Experience including but not limited to:
 - Gather and present possible ideas and topics for Student Leadership Experience as well as create learning goals for the experience.
 - Serve as the main contact and resource for the Presenter(s) for the experience and organize all logistical details including hotel, transportation, and other needs
 - Work with Host Chair to determine logistics of the session including meeting room and technical needs.
 - Handle contracts for payment for Student Leadership Experience with the EE Coordinator and the Regional Treasurer; see that payment is processed and presented.
- In collaboration with the EE Coordinator and the Student Regional Director, help ensure that there are adequate, purposeful, and relevant education sessions, flash sessions and roundtables discussions for the undergraduate student population.
- Create and organize a session for all students based off of connecting all student delegates
- Promote SLE in conference registration packet and at site registration(if needed)
- Work with Volunteer Coordinator to establish student volunteer opportunities and help schedule volunteers throughout the conference

Graduate Student Leadership Experience Coordinator:

- Coordinate all aspects of the Saturday morning Graduate Student Leadership Experience including but not limited to:

- Gather and present possible ideas and topics for Graduate Leadership Experience as well as create learning goals for the experience.
- Serve as the main contact and resource for the Presenter(s) for the experience and organize all logistical details including hotel, transportation, and other needs
- Work with Host Chair to determine logistics of the session including meeting room and technical needs.
- Handle contracts for payment for Graduate Leadership Experience with the EE Coordinator and the Regional Treasurer; see that payment is processed and presented.
- In collaboration with the EE Coordinator, help ensure that there are adequate, purposeful, and relevant education sessions, flash sessions and roundtable discussions for the graduate student population.
- Take the lead and responsibility on creating the Roundtable Experience for the EE Team
- Create and organize an avenue to get our graduate student delegates connected with professionals
- Promote GSLE in conference registration packet and at site registration(if needed)
- Assist in outreaching to schools in the region with graduate programs in higher education or related fields to encourage attendance

Professional Leadership Experience Coordinator:

- Coordinate all aspects of the Saturday morning Professional Student Leadership Experience including but not limited to:
 - Gather and present possible ideas and topics for Professional Leadership Experience as well as create learning goals for the experience.
 - Serve as the main contact and resource for the Presenter(s) for the experience and organize all logistical details including hotel, transportation, and other needs
 - Work with Host Chair to determine logistics of the session including meeting room and technical needs.
 - Handle contracts for payment for Professional Leadership Experience with the EE Coordinator and the Regional Treasurer; see that payment is processed and presented.
- In collaboration with the EE Coordinator, help ensure that there are adequate, purposeful, and relevant education sessions, flash sessions and roundtable discussions for the Professional delegates.
- Take the lead and responsibility on creating the Flash Session Experience for the EE Team.
- Promote PLE in conference registration packet and at site registration(if needed)

Volunteer/Service Coordinator (Summer – November Position):

- Actively work on generating a list of volunteers needed from the CPT members, as well as a meeting time/location for each “task”
- Solicit volunteers at the registration table the weekend of the conference
- Communicate with the various areas who has signed up to help, and check in to make sure volunteers show up and know who what they are doing
- Create an opportunity for delegates to give back and do either an active or passive Service Project
- Assist the Education Experience Team with any and all support needed

Communications Team

Communications Team Coordinator:

- Lead the Communications Team in creating a marketing, promotions and communication plan of action and schedule that includes all conference publications, social media opportunities, and registration details.

- Along with the chair person, serve as the main “communicator” of all Conference communication before, during and after the conference handling all email communication.
- Coordinate, along with the Registration Coordinator(s), outreach and opportunities to educate new delegates
- Generate Conference Planning Team meeting minutes and monthly committee updates

Publications Coordinator:

- Coordinate the development of the conference logo
- Create and distribute all publications including the Call for Programs, Save the Date Card (postcard and electronic version), promotional materials and any flyers or handouts needed.
- Lead in the development and production of the Conference Booklet by communicating with all committee members and region leaders
- Develop all slideshows for the conference including the closing slideshow.

Coordinator of Social Media and Technology:

- In collaboration with the Technology Coordinator on the RLT, update the Region 1 website, blog, Twitter and Facebook pages (conference related and region 1)
- Worked with RLT members to update and seek “blog posts” from the CPT to promote their areas
- Coordinated the Social Media Challenge in order to engage delegates through the experience
- Published timed tweets throughout to educate attendees and non attendees about the conference
- Create Youtube videos, podcasts, etc., as well as Poll Everywhere questions

Registration Coordinator:

- Communicate all registration needs and information with the Central Office in order to ensure that the onsite system is correct and up to date.
- Work in conjunction with the Membership Coordinators of RLT and the Publications Coordinator in outreaching to schools in the region to encourage attendance
- Collect and track registrations, prepare and distribute registration reports and demographics, as well as coordinate name tags and other materials as needed.
- Coordinate final meal counts and any special needs with the Conference and Host Chairs
- In collaboration with the Communication Team Coordinator send confirmation and conference update/details to registrants via email as needed
- Staff and coordinate the registration and the on-site registration table

Programming Team:

Programming Team Coordinator

- Oversee and organize the Programming Team (Entertainment, Idea Exchange, Hospitality & Sponsorship, and Live and Silent Auctions)
- Serve as liaison to the Conference Chair Person with regards to Programming Team ideas and updates
- Maintain the overall budget of the Programming Team
- Support the Entertainment Coordinator with Entertainment plans for the weekend
- Be an on-site support to all areas of the Programming Team

Idea Exchange Coordinator (Summer – November Position):

- Create the Idea Exchange Experience including rules, submission criteria and awards
- Work with conference committee to utilize conference theme in Idea Exchange
- Coordinate with the Host Chairs on the setup, technical and event needs for the event
- Prepare a description of the possible awards for promotional flyers and the conference booklet then prepare certificates, arrange judges and prizes and write a speech for the awards banquet.

- In collaboration with the Communications Team Coordinator, create emails soliciting student's delegates to get involved.

Silent/Live Auction Coordinators (2): (1 Position will be summer – November Position):

- Prepare information regarding the auction for the registration materials and conference booklet
- Solicit donations from local and regional vendors, and institutions for the silent/live auction
- Setup and maintenance of online auction site for donors to register items
- Set up auction display(s) at the conference, including bid sheets
- Promote auction at the conference
- At the end of the auction, determine winners and work with the Regional Treasurer to collect and deposit money for items and making a financial report to the Conference Committee.
- Send thank you letters to donors after the event

Hospitality & Sponsorship Coordinator:

- Gather ideas from conference committee and RLT to generate a list of possible donors
- Solicit any items that would be considered “complimentary items” for conference delegates (examples include: welcome buckets, materials about the area surrounding the conference site, conference bags, binders, name badges, shirts, sweatshirts, etc)
- Solicit vendors/donors who may contribute a monetary donation to the conference, and organize their participation.
- Coordinate all aspects of the Conference Hospitality Area including setup needs, technical needs, food and drinks, giveaways and any other programmatic features of the Hospitality Area
- Work with International Relation Liaisons and host team to create welcome materials for the international delegation.
- Create appropriate acknowledgements and recognition for our donors

Entertainment Coordinator

- Gather ideas for events/activities as entertainment for the conference, and present ideas to Conference Committee
- Work out details with the performers/vendors, coordinating transportation and hotels if necessary
- Work with host committee to determine logistics of events, and act as host at the conference for performers vendors
- Handle contracts for payment with Conference Chair and Regional Treasurer, and see that payment is processed and presented
- Work with the Volunteer Coordinator on the RLT to create the Awards Banquet Ceremony at the Closing Dinner

International Experience Team

International Experience Coordinators (2): (Possibly a 3rd Summer – November Position):

- Work as a liaison to recruit delegates from member schools that would be coming to the conference from outside the US
- Plan and implement pre and/or post conference meals, hotel arrangements, transportation, entertainment, and school visits so that the delegates have the opportunity to see the Northeast area of the US.
- Make contact with and keep open communication with the member schools/delegates attending the conference by providing them with the most up to date information regarding the conference

- Create and maintain an appropriate budget with the Conference Chair