



NorthWest Augmentative Communication Society

www.nwacs.info | info@nwacs.info

Board Member Roles: EVENING SEMINARS COORDINATOR

Board Member Benefits:

- Connect and network with colleagues and mentors in the field of AAC
- Learn and grow your knowledge in AAC/AT
- Complimentary conference registration
- Flexibility and support from your fellow board community
- For professionals:
 - continuing education opportunities
 - an activity to add to your curriculum vitae

What You Can Expect As A Board Member:

- Length of term: no requirements; ideally at least 2 years
- Meeting attendance
 - Monthly board meetings (~1 hour)
 - Volunteer meetings (~1 hour; biannually to quarterly)
 - Evening Seminars (as scheduled)
 - Annual Fall Conference (full-day event once per year)
- Contribute 1-2 blog posts per year

General Responsibilities:

- Attend and actively participate in monthly board meetings, including sharing relevant updates
- Attend other NWACS events to support our mission, vision, values
- Report input to President or Vice-President in advance of a board meeting you will be missing
- Respond to board emails in a timely manner
- Participating in projects or committees
- Assist in recruiting volunteers and future board members
- Contribute to the NWACS blog as you are able

Specific Responsibilities:

- Generate topic/speaker ideas
- Coordinate dates for Evening Seminars
- Invite speakers and write descriptions of events for website/marketing
- Host/moderate and facilitate events, including setting up/starting Zoom meetings and serving as point of contact
- Create Exit Ticket/survey for each event (for participants to receive certificates)
- Make and distribute Certificates of Attendance
- Work with web team on marketing, branding, and promotion of events
- Collaborate with Content Developer for annual goals to reach various stakeholder groups