Board Member Roles: FALL CONFERENCE 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 (~1 hour; biannually)
  - 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:
- Coordinate with the Volunteer Coordinator to find volunteers for task delegation
- Delegate tasks (surveys, exit tickets, etc.) for the operation of the conference
- Keep all responsibilities on track for the conference timeline
- Presenters: secure a speaker each year, maintain a list of potential speakers, serve as the contact point person for speakers
- Guide board in finalizing conference description, learning objectives, etc.
- Collaborate with Treasurer as necessary for financials
- Make venue arrangements
- Create, manage Eventbrite event (serve as point person for registration and attendee management)
- Arrange clock hours
- Coordinate exhibit hall and door prizes with the Fundraising Coordinator
- Work with the web team on marketing, branding, and promotion of the event
- Collaborate with Content Developer for annual goals to reach various stakeholder groups