

Regional Conference Roles

2014

Who does what to create a successful regional conference? The following document details all position responsibilities for the central office staff, regional conference coordinator, conference planning team (CPT), host coordinator, and regional leadership team (RLT).

Regional Conference Roles and Responsibilities- Central Office Staff

Central Office Staff	Role
Susanna Foxworthy	Regional Conference Work Team Leader
Jake Dawes	Regional Liasion, Evaluations Regional Liasion, Conference Mobile Guides, Committee Volunteer Applications, Awards
Justin Rudisille	Regional Liasion, Silent Auction, Educational Sessions
Brian Magee	Ordering regional promotional items
David Smith	Development of Publications
Liz Stringer	Corporate Partner Relationships
Tim Arth	

Regional Conference Team Leader Responsibilities

- Developing Timelines for: regional conference marketing and promotions, regional registration, silent auction timing, and conference evaluations
- Coordinating annual regional conference site selection process
- Developing and coordinating the contracting process for all regional conference contracts
- Registration logistics for all conferences
- Shipping boxes for all conferences

Individual Liaison Responsibilities

- Works with regional conference coordinator to develop conference budget for submission to regional director
- Advises the regional conference coordinator
- Attends and helps coordinate regular conference calls for the regional conference planning team
- Participates on the Central Office Regional Conference Work Team
- Manages the speaker engagement process for keynotes, educators in residence, etc.
- Ensures the Program Guide is being followed
- Coordinates Contracts (BEOs for meals, entertainment, speakers, etc.)
- Ensures the college union and student activities core competencies are well represented throughout conference
- Coordinates the set up process for conference registration and silent auction
- Coordinates the selection of promo items and submits orders
- Ensures the regional corporate partners person is communicating sponsorship needs through appropriate channels
- Attends the regional conference; helps troubleshoot registration/silent auction issues on site and serves as a representative of the association
- Coordinates the content of the regional conference evaluation

Regional Conference Roles and Responsibilities- Volunteer

Regional Conference Coordinator and Conference Program Team (CPT) Responsibilities

Marketing, recruitment, and selection of a committee to plan the regional conference

Communication with the Regional Leadership Team regarding conference plans, details, etc.

Establishment and leading of a planning team from the host institution in support of the conference committee

Providing a cost-effective, educational, and engaging experience for professionals and students that supports and advances the mission of ACUI

Works with business manager to prepare budget for conference

Completion of a report after the regional conferences for the RLT, which includes final budget numbers, participation numbers, and program evaluation results

Collaboration with other members of the RLT for their needs related to the regional conference, including awards presentations, corporate involvement, membership, regional communications, volunteer recognition, and website

Assistance to the regional director in recruiting future regional conference locations

Host Coordinator Responsibilities

Coordination of Facility/Lodging/Catering

Organization of local transportation information and support

Assistance in promoting the program locally

Identification of local social and leisure activities and coordination of these with the CPT

Collaboration with campus programming board for sponsorship or coordination

Distribution of information and welcome packet to attendees

Regional Conference Roles and Responsibilities- Volunteer

Regional Leadership Team Position	Responsibility
Awards and Scholarship Coordinator	Communicates with nominee/applicants to encourage them to attend the regional conference
Business Manager	Works with Regional Conference Coordinator and the CPT to create the budget for the conference
Communications Coordinator	Works with CPT to oversee planning of all communication pieces associated with regional conference
Corporate Partnerships Coordinator	Oversees the planning of exhibit opportunities at regional events with CPT and other planning teams
Educational Programs Coordinator	Works with Regional Conference Coordinator and CPT to develop the content of educational sessions
Membership Coordinator	Develops and implements a newcomers program at the regional conference, to include pertinent information on ACUI and ways to get involved, in collaboration with the regional conference committee
Student Regional Director	Organizes and facilitates a meeting for students at regional conference
Volunteer Coordinator	Develops and implements a volunteer recognition program at the regional conference in collaboration with the regional conference committee
Web and Social Media Coordinator	Promotes the regional conference through web and social media outlets and maintains all sections of the regional website