POSITION OVERVIEW:

The VP of Annual Conference is the liaison for WIL during the conference planning year. She takes an active role in recruiting members to volunteer on the committee and co-chairs the event with our partner from the Central Illinois Chapter of NAWBO.

MONTHLY DUTIES:

1. Review board minutes from the previous month’s meeting.
2. Attend the monthly luncheon. *(11:15 arrival time, 2nd Thursday of every month minus July)*
3. Compose a monthly board report. *(Due @ 5:00pm Monday before board meeting)*
4. Attend the monthly board meeting. (*3rd Thursday of every month)*
5. Consider writing a newsletter article, particularly keeping members informed about conference, and forward

to the VP of Public Relations. *(Due the 25th of every month)*

ANNUAL DUTIES

1. Develop a timeline with a revenue and expense budget for the conference.
2. Determine conference date, time, and location.
3. Solicit committee volunteers via the monthly newsletter and via the monthly luncheons.
4. Attend and lead the monthly committee planning meetings.
5. Prepare and distribute planning meeting agendas.
6. Provide for the subcommittees to make decisions and support those that best fit the needs and goals of the conference.
7. Continually communicate the budget/goals at each meeting to ensure we are on track.
8. Offer guidance or assistance as appropriate in areas that are not progressing as planned.
9. Work closely with the event PR committee to ensure a consistent message is being conveyed.
10. Provide updates at the monthly WIL Board meetings.
11. Work with the conference committee and ensure the following tasks are completed according to the event timeline:
	1. Solicit sponsors and vendors.
	2. Secure speakers and presenters.
	3. Coordinate marketing and promotion.
	4. Coordinate event logistics – room set up, menus, AV needs etc.
	5. Work with VP of Technology to set up online registration page or link as appropriate.
	6. Prepare a survey to solicit feedback following the conference.
	7. Complete all acknowledgment and follow up activities.

SUBCOMMITTEES

1. Logistics / Facility/ Registration
2. Marketing / Public Relations
3. Speakers / Program
4. Sponsors and Vendors
5. Silent Auction and other “extra” activities

*Specific activities recommended by month:*

JULY

1. Attend the July board retreat (replaces the July Board meeting) where the upcoming season can be discussed (typically a 3‐hour meeting in the afternoon).

***Total Time/Month: 6-7 hours (monthly meeting, board meeting & report)***