



Partner Coordinator Job Description

Board of Director Responsibilities

All Board Members

1. It is a general responsibility that the Board of Directors follow all guidelines and procedures of the Association and that each individual board member meets all responsibilities as outlined in the responsibilities listed below.
2. It is expected that board members respond in a timely manner to communications involving Association business.
3. Failure to follow guidelines and procedures of the Association or failure to meet minimum job responsibilities is grounds for removal from the board, as outlined in the Bylaws of the Association.
4. Actively participates in the planning, implementation, and evaluation of the Annual Conference.
 - a. Presents breakout session, as needed.
 - b. Participates in the set-up logistics, decorations, and/or other Annual Conference specific committees, as needed.
 - c. Volunteers for duties at the Annual Conference as needed to fill in the Responsibility Matrix.
 - d. Solicits donations for delegate giveaways and prizes.
 - e. Assists in the recruitment of Presenters.
 - f. Assists in the recruitment of Partners.

Partner Coordinator

1. Attends all Board of Directors meetings and Executive Board meetings.
2. Actively participates in the planning, implementation and evaluation of the Annual Conference.
 - a. Coordinates the advertisement, recruitment and selection of Conference Partners.
 - i. Collects Partner information for the conference handbook.
 - ii. Works with the President and Program Coordinator in the placement and length of Partner time with the conference program.
 - iii. Confirms with each Partner the times, location and agenda of the conference program.
 - iv. Coordinates with the conference venue of the layout, placement and needs (power, internet, etc.) of the Partners.
 - v. Coordinates with the Treasurer in the collection of Partner fees.
 - vi. Creates a welcome packet for each Partner.
 - vii. Coordinates the recognition/thank you of each Partner.
 - viii. Serves as a liaison between the Association and Partners.
3. May seek opportunities to join other committees within the structure of the Association Bylaws.