

# Program 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.

### Program Coordinator

1. Attends all Board of Director 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 presenters for breakout sessions.
    - i. Gathers details and information regarding all breakout sessions.
    - ii. Coordinates the placement (time and location), within the program, of each breakout session.
    - iii. Confirms with presenters the times and location of their presentations.
    - iv. Coordinates with each presenter and the conference venue for audio and visual needs and set-up.
    - v. Collects data on the participation and evaluation of each breakout session.
    - vi. Prepares certificates/recognition for each presenter.
    - vii. Coordinates the collation of shared materials for presenters.
  - b. Coordinates the Pre-Conference.
    - i. Works with the President in the selection of presenters for the pre-conference.
    - ii. Coordinates the location of each pre-conference session.
    - iii. Confirms with presenters the times and location of their presentations.
    - iv. Coordinates with each presenter and the conference venue for audio and visual needs and set-up.
  - c. Coordinates the implementation of other aspects (*Speaker Showcase, Meet the Pros, Book the Pros, etc.*) of the conference, based on the final program.
    - i. Coordinates the recruitment and selection of presenters and topics.
    - ii. Coordinates with the conference venue for audio and visual needs and room set-up.
  - d. Creates the conference program booklet.

- e.** Arranges for the printing and delivery of the conference program booklet.
- 3.** Leads in the building of the digital conference program app, assists others able to support this task.
- 4.** Participates with the Annual Conference Site Committee, as needed.
- 5.** May seek opportunities to join other committees within the structure of the Association Bylaws.