

APPOINTED POSITION: ANNUAL CONFERENCE COORDINATORS

DESCRIPTION: Annual Conference Coordinators are appointed by the President at least 18 months in advance of the conference.

NOTE: Requires an 18 month commitment.

RESPON- SI- BILITIES:	OFFICERS, INTEREST GROUPS & OTHERS	ACTION REQUIRED:	TIMELINES:
Overall Monitoring of Annual Conference Activities.	Conference Coordinator and Conference committee Program & CE Committee IG Coordinator President Executive Director/Staff	Identify and appoint coming year conference committee chairs, including program, local arrangements, exhibits, volunteers. Monitor Progress of all Committees. Plans and sets meetings of Conference Committee. Along with the committee, determines Conference Theme, for Board approval. With Committee, determines Schedule of the Conference, Keynote Speakers, and special events. Develops budget in coordination with Staff and WLA Board, monitors status.	Begins planning for next conference about 18 months prior. Announce at annual conference
May co-chair joint conferences with other state associations.	Conference Committee of participating state associations	All usual WLA conference requirements as well as meeting and coordinating with other state association President, Board and joint conference committee, etc.	As identified by the WLA and other state association boards.

Revised February 2011