

**Annual Conference Overview
Job Descriptions Outline**

Board of Directors

Location and dates
Fee schedule

Finance Committee

Recommend fee schedule
Budget and accounting

Conference Liaison

Site management and event supervision
Regional publicity and promotion
Sponsored Reception solicitation
Conference Sponsorships solicitation
Local transportation
CEUs

Local Arrangements Coordinator

Local publicity and promotion
Signage
Assist with on-site registration and registration booth management
Help procure local sponsorships and exhibitors
Recommend local speakers
Assist in procuring silent auction items to benefit the TREE Fund
Provide speaker transportation as available

Exhibitors Coordinator

Commercial Exhibits solicitation
Educational Exhibits enlistment
Exhibit hall booth assignments and setup

Presentations Coordinator

Speaker recruitment
Demonstrations arrangement
Classroom setup and AV coordination

Communications Liaison

Online registration, on-site registration
Web site, email and newsletter publicity
Database Management

Executive Director

Hotel negotiations
Printed materials
Business meetings

Member States

KANSAS MISSOURI NEBRASKA OKLAHOMA



Midwestern Chapter International Society of Arboriculture



Annual Conference Local Arrangements Coordinator Job Description

Local Ad Hoc Committee Formation

Assist with on-site registration and registration booth management

Help procure local sponsorships and exhibitors

Local publicity and promotion

Recommend decorations, entertainment and social activities

Recommend local speakers

Assist in procuring silent auction items to benefit the TREE Fund

Provide signage as needed

Provide speaker transportation as available

Member States

KANSAS MISSOURI NEBRASKA NORTH DAKOTA OKLAHOMA SOUTH DAKOTA