

## **Conference Director | MMANC Board Position Description**

### **TITLE:**

Conference Director

### **TERM:**

As with all Board positions, this position begins annually on January 1 after elections are conducted. This position serves a one (1) year term.

### **DUTIES:**

- Serves as Chair of the MMANC annual conference;
- Develops and oversees conference budget and all expenditures related to the annual conference;
- Serves as primary liaison for conference keynote speakers;
- Directs and coordinates volunteer activities necessary to support conference preparations;
- Ensures all conference planning files are maintained with pertinent information for future reference;
- Attends MMANC annual conference to coordinate event logistics (registration costs and travel/lodging expenses covered by MMANC);
- **Solicitation of conference sponsorships and selection of recipients;**
- **Working with Vice President / President-Elect to select future Conference locations; and,**
- Attends official meetings of the organization including the monthly full Board and monthly Executive Committee Meetings via videoconference (each meeting is one hour, plus preparation time).

### **OVERSIGHT:**

The Conference Director serves as a member of the Executive Committee which consists of the President, Vice President, Program Director, Conference Director, Finance Director/Treasurer, Communications Director/Secretary, Membership Director and Immediate Past President.

### **QUALIFICATIONS:**

Must be a current member in good standing.

The Conference Director role is typically held by an individual who has had prior experience serving on the MMANC Board of Directors in another Executive Committee capacity, in addition to the Region Co-Chair role.

### **ADDITIONAL CONSIDERATIONS:**

The time commitment for this volunteer position is at minimum five (5) hours per week, in addition to meetings during the work week as specified in the Duties section listed above.