

## **At Large #1 Board Position - Conference Coordinator Job Description**

**Summary:** The Conference Coordinator is the Board member who oversees and manages conference activities for the organization. They currently facilitate two continent-wide conferences a year, by recruiting a team responsible for planning an eastern Fall conference and working with the Board and others on western Winter conference planning. They may serve as a consultant for members who wish to organize area conferences, which can be held at any time.

Note: detailed Conference Planning Guidelines are available on the website at <https://uurmapa.org/wp-content/uploads/2016/06/CONFERENCE-PLANNING-GUIDELINES-1-1-18.pdf> (or use link near bottom of Activities section).

The Conference Coordinator is currently responsible for the following:

1. Confirm reservation with a retreat/conference center for both conferences. Usually one is in October (Fall) and one is in February (Winter), with ideal locations in east and west areas of the country. This may require determining the retreat/conference sites with UURMaPA Board confirmation, or may more simply require confirmation of a site which has been used before. It has worked best to act as the point person with a selected conference center during all arrangements and on the days of the conferences.
2. Recruit the following people for the conference team:
  - Registrar
  - Program and worship
  - Publicity
  - Possibly a small group workshop coordinator
3. Recruit and arrange for the following as needed to assist at the conference:
  - Sound/tech person
  - Hospitality --providing beverages and snacks for social hours— Ideally if the conference site can provide the snacks, then the hospitality person would bring or arrange for wine, beer, and non-alcoholic drinks—also usually pretzels, chips or nuts. (The Texas site in 2019 had a cash bar and that made it even easier.)
  - Two chaplains (one male and one female).
  - Musician for worship services (from site or within our ranks)

- MC for Wide Variety Show (if one is planned)
  - Recruit someone to provide caring cards and mail them after the conference.
  - Arrange for a representative from the UUA office of Staff /Finance to be present for some of the conference.
  - Invite someone from the UUMA to come and possibly report to the conference (in consultation with the Board).
  - Coordinate travel from airports to conference center and back
4. It is the Conference Coordinator's job (with the conference team and the Treasurer) to set the fees for the conference. Conferences need to pay for themselves through registration fees unless special circumstances provide grants. Note that Board members' expenses are charged to the Board, not the conference budget.
  5. Work with publicity team member to submit conference information for all four annual Elderberries publications, as well as updates on Announce email messages and other outlets.
  6. After the conference, thank all the people recruited and any volunteers who helped.
  7. Submit monthly progress reports to the Board (to be included with the minutes).
  8. Attend one in-person Board meeting, currently scheduled just before the February conference.

*10-11-19 - by Ginger Luke, current At-Large Board member for Conferences, with edits by Judy Gibson, current Nominating Committee member.*