

Conference Coordinator Job Description

(Approved by the Board February 13, 2025)

Rationale: This at-large Board position oversees and manages two continent-wide conferences each year for UURMaPA members. The Conference Coordinator serves as a liaison between the UURMaPA Board and the Conference Planning Team.

Since the fall of 2020, UURMaPA conferences have been held in the virtual Land of Zoom, with on-site gatherings (or pods) in different regions around the continent. These annual, three-day conferences are typically held in October and April. While both engage a theme presenter, the fall conference includes presentations by UUA and UUMA representatives, and the spring conference typically features a musician in concert.

Expectations: The **Conference Coordinator** is responsible for the following tasks:

- Determine conference dates up to two years ahead and ensure they do not coincide with significant religious or secular holidays.
- Prepare a budget for each of the two conferences in consultation with the Planning Team Convener(s).
- Prepare projected conference income and expenses for the annual UURMaPA budget.
- Obtain UURMaPA Board approval for any additional resources required.
- Recruit a conference convener or co-conveners.
- In collaboration with convener(s), recruit retired ministers and partners to serve on the conference planning team.
- Work closely with the convener(s), attend planning team meetings, and provide support as needed.
- Set the conference registration fee in consultation with the UURMaPA treasurer and the conference convener(s). Conferences must cover their costs through registration fees unless special circumstances allow for grants. Expenses for board members are charged to the Board rather than the conference budget.
- Consult with UURMaPA Board members regarding potential themes and theme presenters for the upcoming conference.
- Establish with the convener(s) a conference theme and potential theme presenters, keeping in mind suggestions from the UURMaPA Board.
- If needed, offer suggestions to the UURMaPA president for the selection of Odyssey presenters: one minister and one partner for each conference.
- Extend invitations to UURMaPA Board members to lead the opening and closing worship services, with UURMaPA Board members having the Right of First Refusal.
- Create, update, and manage the Conference Administrative Schedule & Timeline document, and ensure the planning team is fully aware of tasks and when those need to be completed.
- Create a tentative program schedule in consultation with the convener(s).
- Provide support, as needed, for the UURMaPA Board Member-at-Large for UUMA/UUA Relations in selecting UUA and UUMA representatives to appear or present at fall conferences.
- Ensure the recruitment of three conference chaplains for each conference.
- Submit monthly progress reports to the Board for inclusion with the minutes.
- Inform the convener(s) of any potential issues arising from UURMaPA Board meetings.

- Suggest to the UURMaPA Board information to share during the UURMaPA segment(s) for the upcoming conference and discuss roles and expectations.
- Edit and revise the Conference Planning Team Job Descriptions.
- In the case a new Tech Professional is needed, work with the UURMaPA Board to identify qualified individuals, conduct interviews, and recommend a finalist.

Following each conference, the **Conference Coordinator** will:

- Send thank-you notes to planning team members and all who participated in programs.
- Arrange for inSpirit gift certificates for planning team members and Odyssey presenters.
- Ensure that conference evaluation is condensed and shared with the planning team and UURMaPA Board.
- Prepare an Actual Income and Expense Report following each conference and share that document with the planning team and UURMaPA Board.

Following completion of term(s) on the UURMaPA Board:

- Be available to answer questions relative to UURMaPA virtual conferences, if needed.

As part of the UURMaPA Board, the Conference Coordinator attends monthly Board meetings (online via Zoom, and in-person if required annually at a retreat), participates in decision-making, and accepts other duties as needed.

Detailed documents with Planning Team Job Descriptions, Administrative Schedule & Conference Timeline, and a Basic Program Schedule are available to help facilitate recruitment and program planning.

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