



## **Northern Area Western Conference February 2020 Volunteer Opportunities**

### **Why volunteer for the organizing committee?**

- Networking and connections
- Team work
- Mentorship
- Career development
- Expanded business opportunities
- Learn new skills
- Make a difference by helping others
- It's a short term commitment for a few months

### **Conference Committee Typical Members**

#### **Conference Chair**

- General oversight
- Organize meetings and conference calls.
- Ensure that all persons are fulfilling their roles.
- Report back to the NACE SK executive & NACE headquarters

#### **Technical Program Chair**

- Recruit & schedule presenters and key note speakers.
- Review presentations for content, quality, and objective/non-sales requirements
- Recruit session chairs.

#### **Treasurer**

- Help develop budget and reporting structure.
- Financial tracking and reporting. Spreadsheets already developed and just need to be filled out.

#### **Social Events Chair**

- Plan & organize social events for the conference.

#### **Trade Show & Sponsorship Chair**

- Setup, promotion, sales of trade show booths and sponsorship units

#### **Logistics/Arrangements**

- Work with hotel, committee, registrants in various support roles regarding venue and associated planning.

### **Publicity**

#### **Duties:**

- Promote the event through various media – emails, NACE publications, web site, etc.

### **Registration**

#### **Duties:**

- Setup and registration of attendees using web program such as Eventbrite which is an automated process.
- Complete reporting as required.

### **Student Session**

#### **Duties:**

- Communicate with post secondary institutions and recruit students for engagement in poster session or other events.

### **Contact for more information:**

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