



Leadership Conference Committee Member

Goal of Position

Provide vision and guidance for the upcoming Mountaineers Leadership Conference. Work with a team of volunteers to develop conference themes & schedule, recruit and cultivate speakers, and design the participant experience.

Activities and Responsibilities

The Mountaineers Leadership Conference is our organization's most significant opportunity to provide training, access to industry standards, leadership development, community building and gratitude to our volunteer leaders and promising future leaders. The Committee works under guidance of the Committee Chair and with the support of Staff to shape the conference so that it is of greatest possible value for our leaders and the organization. Responsibilities include:

- Meet monthly (usually via conference call, but occasionally in person)
- Ensure that Conference goals represent a broad constituency of our membership and are aligned with our organizational mission and strategic goals
- Volunteer to take on the leadership of one or more of the following committee responsibilities:
 - Conference schedule, topics, themes
 - Speaker identification, recruitment, and day-of handling
 - Day-of volunteer room hosts
 - Conference traffic flow design and transition planning (staff will manage catering and AV, but appreciate guidance on menu selection and AV needs/transitions)
 - Basic budgeting decisions – how much do we charge, how much do we spend
 - Participant packets, door prizes, vendor management, gift bags for participants and speakers, etc.

Support and Resources

Staff will handle much of the behind-the-scenes details of the conference, so that committee members can focus on the vision, and being the face of the conference.

Staff provide:

- Templates for pre-conference interest polling for themes and speaker ideas
- Lists of interested volunteers
- Helping keep the committee on track with our timeline
- Pre-made speaker information sheets and day-of volunteer information packets (both of which should be reviewed and edited by the committee)
- Design and printing of conference program
- All AV needs
- Booking and managing catering services and/or rental tents
- Online registration
- Help with speaker recruitment
- Day-of logistics support
- Post-conference survey administration

Length of Service/Position

Each committee member, including the Chair, agrees to serve on the committee until the post-conference debrief.

- *Committee members are encouraged to nominate next year's chair, and recruit new members to the committee, although there are no term limits at this time*

Qualifications Sought

Committee members should have an understanding of the needs of Mountaineers Volunteers, a commitment to the mission of The Mountaineers, and should be motivated to provide the best possible experience at the Mountaineers Leadership Conference.

How to apply

Contact Chris Williams at ChrisW@mountaineers.org

All members are encouraged to apply!