Conference Volunteer Position Posting

OFSHEEA is seeking volunteers to organize the 2012 Fall Conference. The volunteer positions require a commitment to OFSHEEA from February, 2012 through to Nov. 30, 2012, including availability through July and August. OFSHEEA members with excellent communication, organizational skills, and is technologically savvy are encouraged to apply to take part in this exciting part of OFSHEEA.

Conference Registrar
Position Duties:

- Work collaboratively with website provider to collect member registrations.
- Send reminder e-mails to conference delegates
- Provide and track workshop numbers
- Prepare nametags, conference participant certificates, lunch tickets,
- Troubleshoot at registration desk during conference
- Collect pamphlets and materials for delegate bags
- Prepare newsletter updates, press releases and other advertising avenues in conjunction with OFSHEEA Administrator
- Prepare signs for workshop room locations, washrooms and corporate sponsors at conference
- Communicates with Conference Chair and may assume other duties as requested

Program Planner
Position Duties:

- Determine a theme for the conference in consultation with the Conference Committee Chair
- Develop a list of keynote speakers/topics and list of workshop presenters in consultation with conference committee members
- Make initial contact and confirmation with workshop presenters
- Track details with workshop presenters – av requirements, lunch needs, expenses, accommodation needs.
- Provide brief description of keynote speaker and workshop presenters for conference website and brochure
- Organize workshop leader packages for each workshop including instruction sheet, bio info/intro, thank-you, expense form and envelope
- Delegate with conference technology person the needs of workshop presenters
- Collect workshop presenter's materials on file in prescribed format and forward to OFSHEEA Administrator for posting on website
- Communicates with Conference Chair and may assume other duties as requested

Corporate Funding
Position Duties:

- Solicit appropriate profit and non-profit organizations to display materials at Trade and Book and Resource Fair
- Determine space needs and lunches before conference and provide numbers to Conference Registrar
- Encourage sponsors to donate door prizes and collect door prizes
- Prepare list of exhibitors – contact person, address, email and brief outline of business/organization

- Supervise exhibits set-up and dismantling
- Work collaboratively with OFSHEEA Administrator to obtain sponsorship for workshop presentations, keynote speaker and lunch/nutrition breaks
- Communicates with Conference Chair and may assume other duties as requested

Please submit a letter of intent outlining your related skills and work experience to offsheea@gmail.com by no later than February 28, 2012. We look forward to hearing from YOU!