



# Midwestern Chapter International Society of Arboriculture



## Annual Conference Overview Job Descriptions Outline

### **Board of Directors**

- Location and dates
- Fee schedule

### **Finance Committee**

- Recommend fee schedule
- Budget and accounting

### **Conference Liaison**

- Site management and event supervision
- Regional publicity and promotion
- Sponsored Reception solicitation
- Conference Sponsorships solicitation
- Local transportation
- CEUs

### **Local Arrangements Coordinator**

- Local publicity and promotion
- Signage
- Assist with on-site registration and registration booth management
- Help procure local sponsorships and exhibitors
- Recommend local speakers
- Assist in procuring silent auction items to benefit the TREE Fund
- Provide speaker transportation as available

### **Exhibitors Coordinator**

- Commercial Exhibits solicitation
- Educational Exhibits enlistment
- Exhibit hall booth assignments and setup

### **Presentations Coordinator**

- Speaker recruitment
- Demonstrations arrangement
- Classroom setup and AV coordination

### **Communications Liaison**

- Online registration, on-site registration
- Web site, email and newsletter publicity
- Database Management

### **Executive Director**

- Hotel negotiations
- Printed materials
- Business meetings

### Member States

IOWA KANSAS MISSOURI NEBRASKA NORTH DAKOTA OKLAHOMA SOUTH DAKOTA