

Manitoba Libraries Conference 2012

Conference Planning & Program Committee Position Descriptions

1. Conference Chair

The Conference Chair is responsible for the overall planning of the conference, and oversees both the conference and program planning processes. Responsibilities include:

- scheduling and chairing monthly meetings of the Planning Committee (meetings are more frequent as conference date nears);
- with the assistance of the Events Coordinator and Treasurer, ensuring that appropriate facilities are booked and contracts signed;
- ensuring that appropriate liaisons with participating Manitoba library associations are maintained;
- ensuring that all planning deadlines are met;
- scheduling and chairing a post-conference wrap-up meeting, and coordinating the writing of a final conference report to present to participating Manitoba library associations.

Time commitment is moderate to heavy in the year leading up to the conference.

2. Events Coordinator

The Events Coordinator is responsible for oversight of the Conference facility and social events, and will assist in:

- liaising with hotel staff to assist in menu planning and ensure that food allergies and preferences are accounted for;
- preparing signage for Conference events and ensuring that signage is accurate and up-to-date throughout the Conference;
- planning social events in conjunction with the Program Committee, Exhibits Coordinator and Publicity Coordinator, involving at least one lunchtime event in the tradeshow area.

Time commitment will be minimal to moderate leading up to the Conference, and significant on-site. The Events Coordinator participates in Conference planning committee meetings as required.

3. Exhibits Coordinator

The Exhibits Coordinator will work closely with the Publicity & Sponsorship Coordinators and Events Coordinator, and will be involved in the planning of the tradeshow area. The Exhibits Coordinator will assist in:

- confirming policies governing the operation and hours of the Exhibits area of the Conference;
- establishing a registration fee schedule for exhibitors and managing exhibitor registrations;
- identifying and inviting potential vendors;
- communicating with exhibitors;
- creating a tradeshow floor plan;
- ensuring exhibitor needs are met before and during the Conference;
- assisting the Events Coordinator in planning special events and sponsorship opportunities, including coffee breaks, receptions, author talks, etc., to ensure the highest possible traffic in the tradeshow area;
- ensuring that exhibitors receive adequate recognition during Conference, including in the program;
- welcoming exhibitors and helping them locate their assigned booths, and introducing vendors to exhibition services staff (if applicable).

Time commitment will be minimal to moderate leading up to the Conference, and moderate on-site. The Exhibits Coordinator participates in Conference planning committee meetings as required.

4. Hospitality Coordinator

The Hospitality Coordinator is responsible for soliciting and coordinating volunteers, and working with those volunteers to provide Conference attendees and exhibitors with information and services that enhance the Conference experience. Experience coordinating volunteers and a strong customer service focus are desirable. The Hospitality Coordinator assists in:

- assigning volunteers to the Registration/Hospitality area ;
- assigning volunteers to the exhibits area and sessions in conjunction with the Exhibits and Sessions Coordinators;
- working with the Publicity Coordinator to assign volunteer reporters/bloggers and photographers to sessions and events;
- setting up and staffing the Registration/Hospitality desk;
- establishing the volunteer schedule;
- liaising with the Events Coordinator on-site.

Time commitment will be minimal until about 3 months prior to the Conference, moderate before the Conference, and significant on-site. The Hospitality Coordinator participates in Conference planning committee meetings as required.

5. Program Committee Chair

The Program Committee Chair oversees the formation of the Program Committee, which should be comprised of 3-5 individuals who represent an array of library and information environments. The role of the Program Committee is to create a program that reflects the theme of the conference and the variety of interests of the broader library/archives/records management and museum communities within Manitoba. This includes both pre-conference events and the conference program itself, as well as scheduling association AGMs.

The committee:

- distributes a call for papers to all other Canadian provincial, research and national library associations as well as to state library associations in North Dakota and Minnesota;
- reviews all submissions to determine fit with the conference theme or if they are relevant to the Manitoba community;
- contacts all speakers to solicit session descriptions, biographical information, honoraria/speaker fees, room set up and equipment requirement, and provides guidelines for travel and expenses reimbursement;
- determines a timetable for each day of the conference, the number of concurrent sessions and schedules these sessions to ensure a wide variety of topics and potential audiences are accommodated in each time slot;
- ensures that gifts/or charitable donations are processed according to speakers' wishes;
- ensures that thank you cards are distributed to all speakers at the end of each session.

The Chair:

- sets timelines for completion of tasks;
- holds monthly meetings for the first few months, and likely every two weeks the month prior to the deadline for the final program;
- ensures that committee members are fulfilling their duties in a timely, effective manner;
- works closely with the Sessions Coordinator to ensure that speaker's requirements have been accommodated;
- serves on the Conference Planning Committee and reports on the Program Committee's progress at each meeting.

Time commitment will be moderate to heavy in the months leading up to the conference.

6. Publicity Coordinator

The Publicity Coordinator is responsible for Conference publicity and promotion, works on the Conference program, and coordinates session and event reporting and photography during the Conference. Experience with PR, writing and blogging/social media is desirable. The Publicity Coordinator:

- plans regular releases using a variety of media about the Conference which will include theme, venue, date, and information about significant sessions and events;
- develops a distribution list of relevant listservs and other sources/e-lists and sends out notices of keynote speakers, programs and registration information;
- works with a graphic designer (or RRC Graphic Design students) to create a logo that is used on the website and all correspondence and advertising;
- may prepare other forms of advertising such as newspapers ads, radio notices, press releases, etc.;
- organizes sponsors advertisements in the Conference program and on the website;
- works with Hospitality Coordinator to ensure volunteer session and event reporters and photographers;
- writes a Conference article after the Conference ends for the MLA/MALT/PLS websites (if applicable) and for possible publication elsewhere (newsletters, etc).

Time commitment is minimal to moderate prior to the Conference, and moderate on-site. The Publicity Coordinator participates in Conference planning committee meetings as required.

7. Registration Coordinator

The Registration Coordinator is responsible for collecting and processing registration information, and works closely with the Conference Treasurer and Hospitality Coordinator. The registration coordinator:

- creates pre-conference and conference registration forms;
- maintains a spreadsheet of registrants and liaises frequently with the Treasurer for payment processing;
- sends a registration confirmation email to each delegate;
- creates name badges for delegates;
- oversees the registration desk with the assistance of volunteers.

Time commitment is moderate 2-3 months prior to the Conference, and moderate to heavy in the month prior and on-site.

8. Sessions Coordinator

The Sessions Coordinator is responsible for meeting room assignments, setup, and operational oversight, and works closely with the Chair(s) and Program Committee. An ability to troubleshoot, problem solve and multitask are highly desirable. The Sessions Coordinator:

- works with the Program Committee, Conference site staff and hotel staff on room setups and scheduling before and during the Conference;
- ensures that internet access is available to speakers and participants (if applicable);
- plans room requirements based on estimated attendance numbers (if applicable);
- coordinates with Conference Chair(s) to select and assign appropriate meeting rooms;
- works with local libraries and hotel audio visual company to ensure that all equipment is adequately sourced, stored, set up and taken down during the Conference;
- communicates room assignments to program sponsors (if applicable);
- works with the Hospitality Chair to secure volunteers to ensure smooth session operations;
- ensures setup of each room prior to each meeting or session;
- ensures the distribution and collection of session evaluations.

Time commitment will be minimal until about 1 month prior to the Conference and significant from then on, particularly on-site. The Sessions Coordinator participates in Conference planning committee meetings as required.

9. Sponsorship Coordinator

The Sponsorship Coordinator is responsible for soliciting grants and donations to support the Conference and for obtaining sponsorship for speakers, sessions or events. Donations may be financial or in goods and services. The Sponsorship Coordinator must be comfortable cold calling sponsorship prospects and asking for donations. The Sponsorship Coordinator:

- works closely with the Chair(s), Treasurer, Exhibits Coordinator and Web Site Coordinator and informs them of secured donations and sponsorships regularly;
- maintains a spreadsheet with donor and sponsorship contributions;
- ensures that there is donor and sponsorship recognition in the delegates' program, on the web site, and at the Conference;
- writes thank-you letters to donors and sponsors within 30 days of the Conference.

Time commitment is minimal to moderate throughout the conference cycle. The Sponsorship Coordinator participates in Conference planning committee meetings as required.

10. Treasurer

The Treasurer is responsible for accepting and processing vendor and delegate registration payments, issuing invoices and receipts, as well as the associated bookkeeping. The Treasurer works closely with the Registration and Exhibits Coordinators. The Treasurer:

- regularly checks for mailed and faxed registration forms;
- invoices organizations or vendors who require it for payment quickly in order to ensure timely payment;
- processes payments, either by cheque or VISA, regularly and in a timely manner;
- creates receipts for vendors and delegates, and maintains duplicate copies for record-keeping purposes;
- issues cheques and/or reimburses committee members for deposits and all other expenses associated with the conference;
- sets up on-site registration payment for both pre-conference and conference days;
- makes regular and frequent bank deposits;
- processes speaker reimbursement cheques once paperwork has been received.

Time commitment is minimal until Jan/Feb when vendor payments arrive. Time commitment is moderate to heavy in the 2 months prior to the conference, and minimal on-site. Moderate time commitment required after conference for processing reimbursements.

11. Web Site Coordinator

The Web Site Coordinator is responsible for maintaining the content on the Conference website (<http://www.manitobalibrariesconference.ca>). The content for the site is determined by the Planning Committee in consultation with the Web Site Coordinator. The Web Coordinator works closely with the people responsible for creating the Conference program, ensuring that information is added to the web site as it becomes available. The Web Coordinator works with the Program Committee to put speakers' presentations and handouts on the Conference web site. Experience with web site management is required; experience with Plone is an asset (but not required). The Web Site Coordinator:

- Designs and develops the conference website and some content
- Obtains content for the web site from appropriate planning committee members that may include graphics/logos, speakers descriptions, session descriptions, exhibitor information, registration forms

- Works with Program Committee chair to ensure the program is available on the website
- Ensures that sponsors are acknowledged on the web site.

Time commitment is minimal to moderate prior to the conference, with most of the effort required before November 2011. Some time commitment leading up to and after the Conference is required as content changes or is delivered. No on-site time is anticipated. The Web Site Coordinator participates in Conference planning committee meetings as required.