



Association of College Unions International

*Serving the college union and
student activities profession since 1914*

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REGIONAL LEADERSHIP TEAM POSITION DESCRIPTIONS

Conference Coordinator

Duties shall include but not be limited to:

1. Attend all Regional Leadership Team meetings.
2. Attend the Regional Fall Conference.
3. Provide Regular reports, as requested, on the conference for Regional Leadership Team.
4. Work closely with the Conference Host School Coordinator to:
 - a. Liaison with the host city, campus, and state
 - b. Coordinate all volunteer aspects of the conference related to hosting and serving.
 - c. Manage and coordinate hotel and accommodations.
 - d. Develop and implement tours and entertainment.
 - e. Design, print, and coordinate promotional materials for the conference in close cooperation with the Conference Host School.
 - f. Develop and oversee the budget for the conference. Pursue cooperatively with the Conference Host School sponsorship and corporate involvement.
 - g. Gather and purchase materials for the host packet to be given at the conference information center.
 - h. Reserve and coordinate the rooms and facilities as deemed necessary by the Conference Host School.
 - i. Assist in the hosting of conference sessions and the collection/processing of conference evaluations.
 - j. Provide any local information that is appropriate for conference delegates during the conference.
 - k. Coordination of space and physical requirements of all exhibits or displays, including the Silent Auction and Graphics Competition Display.