



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 Host School Coordinator

Duties shall include but not limited to:

1. Attend all Regional Team Leadership meetings.
2. Attend the Regional Fall Conference.
3. Recruit a diverse and representative team.
4. Provide regular reports, as requested, on the conference for the Regional Leadership Team.
5. Work closely with the Conference Coordinator to:
 - a. Develop a conference theme, in cooperation with Conference Coordinator.
 - b. Develop the educational goals for the conference.
 - c. Assessment of needs for the region.
 - d. Determine the education tracks for the conference.
 - e. Develop pre-conference and/or extended seminars for the conference.
 - f. Recruitment of conference presenters, keynote speakers, and extended session facilitators.
 - g. Development of a budget for the educational components of the conference, to be submitted to the Conference Coordinator.
 - h. Pursue cooperatively with the Conference Coordinator sponsorships and corporate involvement.
 - i. Coordination of the Call for Programs materials and recruitment of session presenters.
 - j. Placement of session presenters into a schedule of times and locations.
 - k. Development of ideas/expectations for social interactions between delegates in close cooperation with the Conference Coordinator.
 - l. Coordination of all special programs including the New Professional Development Series, Pat Moonen Society, Case Study Competition, Community service projects, Silent Auction, and Graphic Display competition.
 - m. Write conference and session evaluations.