

POSITION: National Conference Committee Program Lead

TERM: Two- year term

TIME COMMITMENT: 15-25 hours/month

PRIMARY RESPONSIBILITY:

To oversee the development of the education program in a manner that is timely and consistent with the goals and policies as set out in the minutes of meetings of the NCC or in the policies and procedures.

MAJOR DUTIES:

The Program Lead will:

1. Work with the Conference Lead, Director of Education and staff on development of the educational programming.
2. Research and review options for the keynote speaker and present to the committee and board for approval.
3. Assist with the development of the Call for Presentations (CFP) and the Call for Coaches.
4. Actively solicit feedback on presenters from chapter executives, board directors and other knowledgeable members (including affiliate members).
5. Actively promote the CFP and Call for Coaches to known coaches, presenters, keynotes and panelists to encourage submissions.
6. Work closely with the Conference Lead and the Director of Education in the review and selection of presenters, keynote speakers, coaches and panelists, including contacting references as needed.
7. Establishing the focus of the Ask an Expert panel and select panelists with NCC approval.
8. Gather photos and bios of presenters once selected.
9. Select moderators and send completed moderator packages to each.
10. Oversee the overall coordination of the conference programming, working closely with the association management company (AMC) namely the conference manager and the executive director.
11. Act as a spokesperson for the NCC when qualified and available to do so in a professional manner as a representative of the committee and POC as a whole.
12. Prepare and submit a written report at each NCC meeting on activities that have occurred since the last meeting.
13. Provide assistance as required on any project or initiative for the conference as required by fellow NCC Leads.
14. Along with the other NCC Leads, serve as host at the annual conference.
15. Uphold the bylaws of the organization.
16. Work to ensure educational planning is in line with the budget and financial policies of the

association.

17. Maintain the confidentiality of any discussions or decisions made by the NCC or the board as it relates to conference planning until information can be made public.
18. Meet the roles and responsibilities as outlined and work within the boundaries of the role as outlined in the policies and procedures of the association.

DIRECT REPORTS: Conference Lead, Board of Directors