Student Leadership Conference 2011-2012 Planning Committee
Committee Roles
Draft

Co-Chairs (2)collaborate to:
➔ Be involved in organizing and managing all aspects of the conference;
➔ Build a theme or vision for the conference and work with sub-teams to implement that theme/vision
➔ Build agenda for committee meetings;
➔ Chair committee meetings;
➔ Finalize meeting notes and share with committee;
➔ Collect rsvp's and regrets for meetings;
➔ Connect with and support sub-committee leaders and members;
➔ Welcome and introduce keynote speakers at the conference;
➔ Share evaluation/assessment, PR and reporting of the conference;
➔ Assist with volunteer team design, recruitment, selection, training and feedback;
➔ Assist with assessment of committee personal/leadership development
➔ Assist with recruitment and selection of planning committee
➔ Monitor and co-facilitate positive group process and relationships;

Operations & Logistics Team
➔ Oversee physical, equipment and space issues for conference
➔ Design and implement the registration process
➔ Design sponsorship package and solicit sponsorship contributions
➔ Monitor conference planning for sustainability principles
➔ Plan and coordinate tech/IT needs for the conference overall
➔ Monitor and provide assistance with IT at the conference

Director of Operations: oversee & support OL Team, schedule team meetings as required, oversee venue bookings, registration, scheduling, timelines, budgeting and the IT/ A/V that is needed during meetings and conference, collect feedback on logistics/ops for reporting after the conference.

Information Technology Coordinator: research and suggest technology choices for committee communications, keep the technology including A/V working during committee meetings & conference days

Registration Coordinator: organize registration for delegates and handle related tasks, monitor pre-event registration. Design event registration and coordinate event-day sign in procedures

Logistics Coordinator: organize the room and conference centre bookings and allocate workshops and lectures to each venue, ensuring we have enough chairs, tables and other materials for conference events. Ensure that presenters have required materials for their presentations

Sponsorship Coordinator: solicit sponsorship contributions, oversee the budget and report to the committee on revenue and expenditures

Sustainability Coordinator: Researches and advocates for sustainable event and committee principles and practices;

Communications & Marketing Team
➔ Design and implement marketing/promotional strategies, campaign(s)
➔ Coordinate promotion volunteers for booth and in-class promotions
➔ Design and produce marketing tools (web, print, etc)
➔ Coordinate social media campaign

Director of Communications & Marketing: oversee & support CM Team, lead and coordinate all promotional campaigns, oversee creation of promotional material, schedule meetings for the team, collect feedback on marketing/communications for reporting purpose after the conference

Art Coordinator: create the graphic identity of the SLC, and design all promotional and informational material for the SLC.

Multimedia Coordinator: create online and offline promotional material for the conference. This might include posters, web ads, flyers, cards, vlogs, videos

Communications Coordinator: prepare any external communications for conference promotions such as press releases, web content, poster text etc.

Social Media Coordinator: create, utilize and moderate social media as part of the overall marketing/promotion campaign

Surrey, Richmond, & Langley Coordinators: responsible for coordinating promotions on campus. This might include tabling, in-class presentations, representing the conference at the week of welcome, get-involved week or other events

Program Team
- ➔ Consult committee on guidelines for putting together roster of seminars
- ➔ Design program of seminar options
- ➔ Seek high quality presenters to donate seminars
- ➔ Collect information from presenters for website and conference guide
- ➔ Oversee host duties for presenters at conference
- ➔ Coordinate feedback on presentations

Program Director: lead the program team in creating workshops, plenary programs, and a pre-conference event, schedule meeting with the team as required, assist in seeking high-quality presenters to donate workshop sessions, collect information from all guest presenters for the web, conference program, etc, collects and disseminates presenter feedback following the conference

Workshop coordinator: Research and lead discussion on sessions. Input into scheduling sessions. Takes care of presenters on the day of. Thank you and gifts.

Plenary session coordinator: To coordinate the efforts of the Plenary Programming such as opening and closing ceremonies as well as lunch time activities

Pre-conference session coordinator: coordinate any pre-conference sessions. This might include leadership sessions in the fall of 2011.

Human Resources Team
- ➔ Plan volunteer strategy for promotion and conference setup/day
- ➔ Recruit and train/orient volunteers
- ➔ Provide feedback and recognition to volunteers

Director of Human Resources: Coordinates recruitment and direction of volunteers, plans volunteer appreciation, and collects volunteer feedback for reporting after the conference.

Volunteer Coordinator: interview and train volunteers, as well as promote volunteer appreciation.