

# WWOA Volunteer Position Description



<b>Position Title</b>	Annual Meeting Planning Committee Member
<b>Purpose, Objective</b>	Help organize and plan the WWOA Annual Meeting, everyone's favorite WWOA event. The Annual Meeting is a once a year, four-day extravaganza providing members with a chance to learn, laugh, and share. Event includes favorites such as a banquet dinner, annual meeting, field day, silent auction, raffle, exhibitors, field trips, and much more!
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>• Attend official Annual Planning Committee meetings and participate in organizing and planning various events</li> <li>• Carry through volunteered tasks designated at meetings which may include researching places of interest, contacting necessary individuals to set up events, handling logistics of event planning, and others</li> <li>• Promote event to WWOA members and encourage member enthusiasm</li> </ul>
<b>Qualification, Skills</b>	<ul style="list-style-type: none"> <li>• Ability to carry out designated tasks in timely and professional manner</li> <li>• Willingness to work in team setting</li> <li>• Organizational skills a plus</li> <li>• Reliable and trustworthy individual</li> <li>• Good people skills helpful</li> </ul>
<b>Length of Commitment</b>	Attend monthly meetings starting in the prior fall and until event takes place. Members are welcomed to join the committee at any time. Must be willing to register for the Annual Meeting and assist during the meeting.
<b>Reports To</b>	WWOA Executive Director
<b>Benefit to Volunteer</b>	Have the privileged chance to plan and organize an event that brings much joy, happiness, and education to WWOA members. Meet new people and have input on choices for meeting. Share your passion and knowledge with others. Give back to organization that provides much to you. Opportunity to welcome members to your local area of the state. Learn how to organize a large-scale event and plan tours.
<b>Support, Training</b>	The WWOA office can assist you with any support or training necessary to carry through your tasks. All you need to have is a willingness to give back and a positive attitude! The WWOA office will provide guidelines for tour set-up.
<b>Miscellaneous Details</b>	Email access a plus, but not required. Must communicate to WWOA Executive Director if unable to attend any meetings.