

Position Title: North Central Winter Conference Planning Committee Chair

Supervisor: WWOA Executive Director

Location: Wausau

Purpose: Committee chairs are leaders for their committee, presiding over meetings, delegating tasks, taking initiative, and ensuring responsibilities are fulfilled and tasks are completed.

Duties & Responsibilities:

- Plan and preside over meeting
- Delegate tasks and responsibilities to committee members
- Ensure committee members are trained and comfortable in their positions
- Follow up with members to ensure they are completing tasks as assigned and provide guidance as needed

Qualifications & Skills:

- Must be available to attend the planning meeting (1; occurs late October/early November) and conference (2nd Saturday in February)
- Friendly and team-oriented
- Organized and able to complete necessary tasks to keep committee running smoothly

Length of commitment: October – February; attends conference on 2nd Saturday in February

Days/times volunteer is required: Must attend the one October/November committee meeting and February conference, as well as follow up on committee assignments from home to ensure completion.

Benefits to the volunteer: Input on selection of topics and speakers. Learn how to delegate tasks, train committee members to be successful in their role, and manage a committee successfully. Enjoy the conference and evaluation afterwards. Make new friendships with WWOA members and guest speakers.

Training provided or other details: Support and training will be provided by either the former committee chair, volunteer coordinator, or executive director – or a combination of the three.