

Position Title: Winter Conference Evaluations Coordinator

Supervisor: Committee Chair

Location: North Central Woodland Owners Conference

Purpose: Collect evaluations and comprise data to share with committee members for improving the next year's conference.

Duties & Responsibilities:

- Make edits to previous years evaluation as deemed by the committee
- Send to committee chair to be printed and included in folders
- Collect final evaluations at end of conference and compile data
- Send compiled data to committee to discuss feedback and improvements for next year

Qualifications & Skills:

- Experience working with and compiling data
- Computer literate
- Positive and friendly attitude
- Well organized and timely

Length of commitment: One-time event

Days/times volunteer is required: Attend fall planning meeting. Remain at conference (2nd Saturday in February) until the end to collect evaluations and follow up with compilation and correspondence to committee members.

Benefits to the volunteer: See member feedback firsthand and help interpret comments to improve the next year's conference.

Training provided or other details: Training and instruction provided on-site and as needed after.