

Position Title: Winter Conference Folder Compilation

Supervisor: Committee Chair

Location: North Central Woodland Owners Conference

Purpose: Compile attendee folders with agenda, speaker handouts, and evaluation.

Duties & Responsibilities:

- Obtain materials from speakers, agenda, and evaluation
- Run appropriate number of copies of each and place in folders in consistent order
- Bring folders to conference

Qualifications & Skills:

- Well organized and detail oriented
- Have a car to get copies and bring folders to conference

Length of commitment: One-time event

Days/times volunteer is required: Attend fall planning meeting, follow up after, and arrive to conference early the day of (2nd Saturday in February)

Benefits to the volunteer: See handouts firsthand and assemble in logical order to ease attendee satisfaction at the conference. See attendees enjoy the folder and its contents.

Training provided or other details: Training and instruction provided after meeting, a few weeks before the conference by committee chair.