

## **Position Title: Winter Conference Speaker Contact**

**Supervisor:** Committee Chair

**Location:** North Central Woodland Owners Conference

**Purpose:** Contact speakers for committee selected topics for Winter Conference

### **Duties & Responsibilities:**

- Reach out to/invite potential speakers and confirm their attendance to conference
- Communicate relevant conference information/details to speakers
- Send speakers an information sheet and have them complete and return it
  - Information used as part of speaker introduction and event description
- Send speaker information sheet and speaker handouts to committee chair

### **Qualifications & Skills:**

- Organized and reliable
- Strong communication skills
- Professional work ethic
- Friendly and welcoming

**Length of commitment:** One time event

**Days/times volunteer is required:** Fall planning meeting, post meeting follow up with speaker, reported to committee chair, and day of conference (2<sup>nd</sup> Saturday in February)

**Benefits to the volunteer:** Meet speakers firsthand and ensure quality presentations for attendees

**Training provided or other details:** Day of planning meeting and as needed after