

## **Position Title: Annual Meeting Planning Committee Member**

**Supervisor:** WWOA Executive Director & Annual Planning Committee Chair

**Location:** Oshkosh, WI

**Purpose:** Contribute to planning and organizing WWOA's largest annual event through organizing field trips, field days, auctions, raffles, banquets, and exhibitors.

### **Duties & Responsibilities:**

- Attend planning committee meetings in the months leading up to the annual meeting
- Complete tasks delegated to you regarding the logistics of planning of the annual meeting
- Assist in the promotion of the event to the WWOA membership
- Participating in the development of the annual meeting's theme, agenda, materials

### **Qualifications & Skills:**

- Ability to complete assigned tasks effectively and efficiently in a professional manner
- Team-oriented, organized, and driven
- Reliable and trustworthy

**Length of commitment:** Preferred one year commitment, encompassing the entire planning cycle of the next annual meeting, but members can join the committee at any time.

**Days/times volunteer is required:** Committee members should attend the majority of planning meetings, as well as be able to accomplish some tasks on an individual basis.

**Benefits to the volunteer:** Volunteers will gain experience planning large scale events, and building communication and inter-personal skills.

**Training provided or other details:** Support and training will be provided by the committee chair, executive director, as well as fellow committee members.

Prepared By: Elise Worthel, Volunteer Coordinator (2015-2016) Date: December 8, 2015