

**Position Title:** Winter Conference IT/AV Coordinator

**Supervisor:** Committee Chair

**Location:** North Central Woodland Owners Conference

**Purpose:** Load and prepare all presentations/electronics for the day of the conference and stand by assist with technical issues that may arise

**Duties & Responsibilities:**

- Load presentations to laptop as speakers arrive
- Set up audio and projector/visual systems
- Standby assist with technical issues

**Qualifications & Skills:**

- Technologically literate
- Organized and reliable
- Timely and efficient

**Length of commitment:** One-time event

**Days/times volunteer is required:** Fall planning meeting and day of conference (2<sup>nd</sup> Saturday in February)

**Benefits to the volunteer:** Work with the technology for the day, and solve any arising issues, ensuring successful presentations

**Training provided or other details:** Day of conference