

Position Title: Winter Conference Moderator

Supervisor: Committee Chair

Location: North Central Woodland Owners Conference

Purpose: Introduce speakers at Winter Conference and keep them on schedule.

Duties & Responsibilities:

- Obtain speaker information sheet and develop a brief introduction
- Introduce speaker to audience
- Keep track of time and warn the speaker of 10 and 5 minutes remaining
- Thank speaker afterwards with the audience

Qualifications & Skills:

- Organized and reliable
- Professional work ethic
- Strong people/communication skills
- Timely and efficient

Length of commitment: One-time event

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

Benefits to the volunteer: Meet speakers firsthand and learn a little more about them to share with audience. Ensure timely presentations for attendees to enjoy full schedule of events and keep on time

Training provided or other details: Day of planning meeting and day of conference