

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 (2nd 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