

**Position Title:** Winter Conference Planning Committee Chair

**Supervisor:** WVOA Executive Director

**Location:** Conferences in Different Locations Across Wisconsin

**Purpose:** Committee Chairs are leaders for their committee, presiding over meetings, delegating tasks, taking initiative, and ensuring responsibilities are fulfilled and tasks are completed.

**Duties & Responsibilities:**

- Plan and preside over meeting
- Delegate tasks and responsibilities to committee members
- Ensure committee members are trained and comfortable in their positions
- Follow-up with members to ensure they are completing tasks as assigned and provide guidance as needed.

**Qualifications & Skills:**

- Must be available to attend the planning meeting (1<sup>st</sup> occurs late October/early November) and conference (2<sup>nd</sup> Saturday in February)
- Friendly and team-oriented
- Organized and able to complete necessary tasks to keep committee running smoothly.

**Length of Commitment:** October – February/March. Attends Conference

**Days/times volunteer is required:** Must attend the one October/November committee meeting and conference in January/February/March, as well as follow-up on committee assignments from home to ensure completion.

**Benefits of volunteering:** Volunteer has input on selection of topics and speakers for the Woodland Owner Conference. They can learn or improve on their skills of delegating tasks, train committee members to be successful in their role, and manage a committee successful. Enjoy the conference and evaluation afterwards. Make new friendships with WVOA members and guest speakers.

**Training provided or other details:** Support and training will be provided by either the former committee chair, volunteer coordinator, or executive director – or a combination of the three.

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