

# Conference Coordinator

## Work with LMEA Board:

- Attend all LMEA Board and Conference Planning meetings.
- Work collaboratively with all Division Chairs to ensure the needs of the LMEA Conference membership are addressed for a comprehensive and successful conference, and communicate all needs to the Conference Logistics Coordinator.
- Work collaboratively with the Conference Logistics Coordinator and the All-State Committee to ensure the ensembles' rehearsal and concert schedules are addressed for a successful event.
- Work collaboratively with the Public Relations Chair concerning the Exhibits schedule.
- Provide updates to the Editor and the Webmaster concerning Conference presenters, session information, and All-State rehearsal schedules.
- Work collaboratively with the Conference Logistics Coordinator and Webmaster to update Conference and All-State information and forms.
- Work with the Executive Director and the Conference Committee to prepare and disseminate a call for proposals.
- Work with the Executive Director, Conference Committee, and Division Chairs to select clinics from the proposals submitted.
- Work with the Executive Director and Board of Directors to make sure each conference session has a Presider.

## Scheduling of Activities and Events:

- Work with the Executive Director and Conference Committee to determine timelines and deadlines for publicity, conference proposals, session presenter' needs, and hotel reservations, programs, etc.
- Work with the Conference Logistics Chair to confirm available space for sessions, rehearsals, and concerts prior to selecting proposals or setting schedules.
- Work with the Division chairs to determine sessions and presenters, set priority sessions (priority times), and set the rehearsal schedules.
- Work with Executive Director, President Elect, and Conference Logistics Chair to arrange for the physical set-up and equipment needs for all professional development sessions, meetings, rehearsals, and concerts.
- Contact individuals submitting proposals regarding acceptance, schedule, and to confirm session needs (by the deadline).
- Collaborate with Conference Logistics Chair to review the tentative schedule once set.
- Ensure that the Editor and Webmaster have updated information about presenters, including bios and pictures, once sessions are selected.
- Prepare the final Conference Schedule for Program Editor by deadline.
- Provide the Registration Chair with a final list of all contracted presenters.
- Be present on the conference site at all times throughout the conference.

## TERM OF APPOINTMENT:

- The Conference Coordinator's term of employment is one year.
- The position will be reviewed annually by the elected board members, Conference Chair, Editor, and Executive Director.
- The term of employment is approved by the Board of Directors annually.
- Salary will be \$5000.