



Conference Director | MMANC Board Position Description

TITLE:

Conference Director

TERM:

As with all Board positions, this position begins annually on January 1 after elections are conducted.

This is a one-year term. The incumbent Conference Director is eligible for re-election annually to retain their position.

DUTIES:

- Serves as Chair of the MMANC annual conference.
- In coordination with the Finance Director, develops and oversees conference budget and all expenditures related to the annual conference.
- Serves as primary liaison for conference keynote speakers.
- Directs and coordinates volunteer activities necessary to support conference preparations.
- Directs and coordinates all conference planning committees, including any selected event planning vendors.
- Ensures all conference planning files are maintained with pertinent information for future reference.
- Attends MMANC annual conference to coordinate event logistics (registration costs and travel/lodging expenses covered by MMANC).
- Solicitation of conference sponsorships and selection of recipients.
- Working with the Vice President / President-Elect to select future Conference locations.
- Attends official meetings of the organization including the monthly full Board and monthly Executive Board Meetings via virtual meeting platform (each meeting is one hour, plus preparation time).



OVERSIGHT:

The Conference Director serves as a member of the Executive Committee which consists of the President, Vice President, Program Director, Conference Director, Finance Director/Treasurer, Communications Director/Secretary, Membership Director and Immediate Past President.

QUALIFICATIONS:

- Must be a current MMANC member in good standing.
- The Conference Director role is typically held by an individual who has had prior experience serving on the MMANC Board of Directors in another Executive Committee capacity, in addition to the Region Co-Chair role.

ADDITIONAL CONSIDERATIONS:

- The time commitment for this volunteer position is at minimum **five (5) hours per week**, in addition to meetings during the work week as specified in the Duties section listed above.
- Incumbents in this position is a typical training ground for those interested in serving in future years on the Executive Board.