



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 MMANC Vice President as Co-Chair. The Annual Conference is typically held in the Fall.
- Develops and oversees conference budget and all expenditures related to the Annual Conference in coordination with the Finance Director.
- Works in collaboration with the President/Vice President and Finance Director to approve Annual Conference reimbursable expenses.
- Serves as primary liaison for conference 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).
- Works with the Vice President and President to select future Conference locations.



- Attends official meetings of the organization including the Full Board and Executive Board Meetings via virtual meeting platform (each meeting is one hour, plus preparation time).
- May attend the MMASC Annual Conference in Southern California as an MMANC representative (registration costs covered by MMASC and travel/lodging expenses covered by MMANC).

MINIMUM EXPECTATIONS:

- Attend the majority of the Full Board meetings (held as frequently as once per month), attend Board Retreats (held twice per year), and the Annual Conference.
- Attend the majority of the Executive Board meetings per year.
- Respond to Board and member correspondence in a timely manner and communicate regularly with Board leadership and conference planning partners as needed.
- Maintain familiarity with MMANC Bylaws, Board policies, and applicable conference policies and procedures.
- Lead and actively participate in the planning and execution of the MMANC Annual Conference, including coordinating committees, volunteers, speakers, sponsors, vendors, and event logistics.
- Maintain organized and up-to-date conference planning records and materials to support continuity from year to year.

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 Full member in good standing.
- Prior experience serving in an MMANC leadership role, preferably including service as a Region Co-Chair or in another Board or committee leadership capacity is preferred but not required.
- Experience with event planning, conference planning, sponsorships, or related activities is preferred but not required.



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.
- Experience in managing projects, coordinating multiple stakeholders, meeting deadlines, and effectively communicating with volunteers and external partners can contribute to success in this role.
- The Conference Director role requires a significant time commitment, particularly during the months leading up to the Annual Conference, and candidates should be prepared to dedicate the time necessary to successfully fulfill the responsibilities of the position.
- Incumbent in this position is a typical training ground for those interested in serving in future years on the Executive Board.