

Conference Logistics Coordinator

Supervision received: Regional Conference Program Chairperson

Supervision exercised: Communications Coordinator, Conference Treasurer, Registration Coordinator, Special Events Coordinator

General Responsibilities: The Conference Logistics Coordinator oversees registration and finances at regional events and facilitates communication of these events between the region and the NACA Office.

Specific Responsibilities:

- Maintains a thorough knowledge and understanding of, and ensures adherence to NACA policies and procedures, as well as other applicable laws and regulations.
- Submits at least one educational program proposal for the regional conference by the deadline.
- Integrates NACA goals, initiatives, and relevant strategic plan objectives in all aspects of position responsibilities.
- Attends all regularly scheduled regional meetings.
- Follows NACA's *Non-Discrimination, Diversity Advancement and Affirmative Actions Principles* to recommend others to fill available positions in the NACA leadership and takes the necessary steps to achieve a diverse Association both through the recruitment of volunteers and suggesting to the Board of Directors new or modified programs and services for the Association's members.
- Adheres to minimum guidelines for regional conferences.

Term of Service: September 15 of the current year through December 15 of the next year
(For Northern Plains, March 15 of the current year through May 30 of the next year)

Qualifications:

- The Conference Logistics Coordinator must be a full time professional staff member at an NACA member institution (note: if the volunteer changes jobs during the position's term, the new school must also be an NACA member and provide a statement of support. The NACA Office, Chair of the Board, National Volunteer Development Coordinator must be informed of this change and the letter of support must be received at the NACA Office within 30 days of hiring.)

A letter indicating institutional support for the volunteer application is required prior to applying for the position (note: support is defined as financial as well as time out of the office, etc.)