

## Leadership Opportunity

### Region Conference Committee Member

- Selected by the Region Steering Committee & Region Conference Chair
- serves for one or two years
- Must be a current member of NACADA

For a more complete outline of the responsibilities of NACADA Region Chairs, please refer to the Leadership Handbooks at <http://www.nacada.ksu.edu/Leadership/index.htm> and <http://www.nacada.ksu.edu/RConf/index.htm> or call Diane Matteson, Region Division Liaison, at 785-532-5717.

## Overview of Region CONFERENCE Committee Responsibilities

Region Conference Committee Members, under the guidance and leadership of the Region Conference Chair, lead and direct the activities of a yearly regional conference, after determining the needs of NACADA members, in relation to the NACADA Missions, and how best the regional conference can fill those needs. The Region Conference Committee members report to the Region Conference Chair.

### Major Leadership Responsibilities:

- Each region has a conference committee, led by the Region Conference Chair. Generally the conference committee members are responsible for soliciting and training volunteers from their region to complete specific tasks and responsibilities (i.e. publicity, on-site registration, program development, etc.).
- Coordinating the various activities of the specific conference responsibilities.
- Coordination of communication with the Region Conference Chair.
- Each Region may determine committee member responsibilities – generally in the categories of:
  - Site Selection
  - Program development & proposal selection
  - Budget and Fundraising
  - Program and Promotional Materials
  - On-site Registration
  - Volunteer Coordination

### Meetings to attend:

- Regional Conference in the Spring
- Conference committee meetings or teleconferences as scheduled

### Budgets:

- A Regional Conference Budget is set to ensure fiscal responsibility. Committee members may be responsible for certain purchases that are outlined in the budget. Invoices will be paid directly by the Executive Office. All contracts are to be signed by an Executive Office representative.

### Resources and Support:

- The Executive Office provides staff assistance for web updates, regional communications, financial management, membership information and statistics, etc.
- Conference registrations are sent to the Executive office and reports are generated at your request.
- Your institution gives approval & support to your commitment to this position, including your registration fees and expenses for attendance at the Regional Conference.

### DIVERSITY

NACADA Values diversity within our leadership in regard to institutional type, size, and employment position as well as diversity in regard to ethnicity, gender identity, culture, and sexual orientation.