

WASHINGTON SCHOOL NUTRITION ASSOCIATION

Job Description

Conference--Executive Director

The Executive Director attends all Board meetings, pre-Conference meeting and post-Conference meeting and acts as Conference Finance Chair. The Executive Director is the main contact with conference venues.

Finance Chair

1. The Executive Director is Finance Chair for Conference and keeps records of all financial transactions involved with Conference and reports them to the Conference Committee and to the Executive Board.
2. The Executive Director will keep an accurate account of all receipts and disbursements in the financial records of the Association, following the procedures outlined in the Policies and Procedures Manual and in the WSNA Conference Handbook.
3. The Executive Director, by way of the Conference budget, will notify the chair for each Conference subcommittee the amount of money budgeted for that committee.
4. The Executive Director will prepare and present a Conference financial report within sixty (60) days of the close of Conference.

Other duties of the Executive Director pertaining to Conference are:

Program and Program Printing:

1. Coordinate with the Program Chair, President, and Conference Chair.
2. Consult with the President on the design and stock for the program book cover.
3. Obtains quotes for the printing of the program book.
4. Prepares a letter and form for ads in conference program book. The Executive Board will set prices for ads. Mailings for ads should be sent to all exhibitors and chapter presidents.
5. Final printing of the program book should be ten days before Conference.
6. One copy of the program book will be provided for:
 - a. Each booth
 - b. Each registrant
 - c. Each speaker

Executive Director Duties in relation to President:

1. Follow up with keynote speakers by sending a confirmation letter detailing the arrangements and asking for additional information needed to finalize the program, program book and travel/accommodation plans when applicable.
2. Whenever possible, air travel for keynote speakers should be arranged by the Executive Director to help ensure the most economically reasonable arrangement. The Executive Director will work closely with each speaker to ensure that the speaker has approved the selected flights.
3. When applicable, arrange hotel reservations for keynote speakers.
4. Provide support and assist president-elect as requested.

Executive Director Duties in relation to Conference Chair:

1. Provides initial budget that has been developed in conjunction with President, President-elect, Vice-president and Treasurer.
2. Assists in developing the final Conference budget.
3. Assists the Program Chair with conference site and/or hotel contacts.
4. Arranges hotel reservations for speakers, special guests, and complimentary rooms.
5. Obtains insurance coverage as required by sites.
6. Provides budget reports to the Chair and alerts the Chair to any expenditures which may exceed budget.
7. Attends pre- and post meeting with the hotel along with the Conference chair and others.

8. Provides conference stationery as a Word document that can be used by the committee.

Executive Director Duties in relation to Program Chair:

1. Follow up with speakers by sending a confirmation letter detailing the arrangements and asking for additional information needed to finalize the program, program book and travel/accommodation plans when applicable.
2. Whenever possible, air travel for speakers should be arranged by the Executive Director to help ensure the most economically reasonable arrangement. The Executive Director will work closely with each speaker to ensure that the selected flights have been approved by the speaker.
3. When applicable, arrange hotel reservations for speakers, special guests, and complimentary rooms.
4. Assist in developing room layout grid of speakers and audio-visual equipment if requested by Program Chair.
5. Assist the Program Chair with any questions regarding conference site contracts.
6. Perform layout of the program book.
7. Provide support and assist president-elect as requested.

Executive Director Duties in relation to Exhibits Chair:

1. Draft documents for exhibit mailing. Obtains approval for documents to be included from the Conference Committee.
2. Contract with decorator following quotation guidelines when pertinent. Some locations have exclusive decorators, and quotations are not required.
3. Maintain and updates vendor database.
4. Mail exhibit packets to potential exhibitors.
5. Receive exhibit registrations and money. Tentatively assigns booths as registrations are received.
6. Complete second mailing to selected vendors if necessary.
7. Send a confirmation packet to registered vendors.
8. Answer questions and serve as a contact person (along with Exhibits Chair) during the months leading up to Conference.
9. Communicate vendor list to decorators.
10. Update Exhibit Chair as to number of vendors registered. Enlist help when necessary to sign up more vendors.
11. Provide name tags for vendors.
12. Is present at Exhibits set-up if deemed desirable or necessary by Exhibits Chair and/or Executive Director.

Executive Director Duties in relation to Registration Chair:

1. Develop registration form with input from Registration chair and Conference Committee.
2. Publish registration form in the spring and summer issues of the Apple Press.
3. Receive registrations from those wishing to attend Conference.
4. Make regular deposits of funds received for registration.
5. Keep Registration Chair informed of the number of attendees.
6. Maintain a database that includes all pertinent information regarding registrants.
7. Store all ribbons for conference.
8. Order all badges and ribbons needed for the conference and develop a system for their distribution in conjunction with Registration Chair.
9. Work with Registration Chair to randomly select a winner for the early registration prize (\$25 gift certificate) and the Marie Tatro award (First Conference attendee).
10. Provide individual envelopes that include name tag, receipt, and other items that have been selected to be included on an individual basis. The sorting system used for registrations should clearly identify the different groups of people attending as needed. Guest speakers, workshop presenters, workshop providers, certain VIP's, and other groups are often marked and sorted separately so these people are easily identified at the registration desk for purposes of special instructions.
11. Work with Registration Chair and Meals Chair to provide meal numbers.
12. Be personally present at the registration table whenever possible throughout conference.

13. Be prepared to handle questions from all attendees as they will go to the Registration Station for information.
14. Provide blank receipts at the registration table for use as needed.
15. Ensure that a cash box is available at the registration desk.
16. Have change available for those paying cash at registration. All copies of receipts and the receipt book should be safeguarded.
17. Work with the Registration Chair to insure funds are kept secure and that large quantities are not allowed to collect.
18. If necessary, supply a laptop computer to prepare neat and professional looking name badges for walk-in registrants.

Executive Director Duties in relation to Meals Chair:

1. Work with meals chair on budgeted amounts.
2. Provide meals chair or hotel with guaranteed numbers for meals and for anticipated meal counts when on site.