



MRSSA PD DAYS COMMITTEE

Job Descriptions:

- General Committee Member
- Speakers Committee
- Registration Bags Committee
- Door Prize Committee
- Site Committee
- Brochure Advertising Committee
- AV Committee

JOB DESCRIPTION

GENERAL COMMITTEE MEMBER

- Attend meetings
Meetings will run approximately once a month from September – February, then increase to every two weeks for the months of March and April, increasing to weekly from mid-April to June.
- Participation – Your point of view and comments are important to a well rounded decision making process for the committee
- Each committee member will take multiple turns at minute taking unless decided otherwise at start of each new term (September)
- Attend Conference
- Participate in a sub-committee:
Additional meetings for your sub-committee will be required, the time required will depend on the sub-committee that you choose to be involved in, on average plan to spend an additional 1 -2 hours per week for sub-committee work.
- Host a conference session and speaker
- Assist in set up and tear down of conference
- Various and sundry duties as needed to accomplish a successful conference
- Manage communication; eg, in-person meeting scheduling, email; MyMRC new groups, etc

JOB DESCRIPTION

SPEAKERS COMMITTEE

- Network and search for potential speakers/presenters for the conference
- Set up interviews with potential speakers, check references, review written materials provided by speaker/ written on speaker
- Provide a detailed overview for the general committee for each speaker/presenter to be recommended
- Meet regularly as a sub-committee to determine recommendations
- Assign individual members of the speakers sub-committee to manage specific presenters contracts, confirm speakers/presenters details, handle Cost/Honorarium, hand outs, AV needs, provision of written materials, requirements of the audience, room specifications, ETC.
- Draft contract letters to be sent by chair
- Ongoing communication with the general committee
- Follow last minute changes to scheduling details as registrations dictate
- Provide hosts with needed session details and biographies for said speaker or presenter
- Choose a copy-editor from committee to work in concert with brochure/advertising committee, collect biographies and workshop descriptions from presenters. Copy-editor will assist in rewriting this information for use with print and web advertising.

JOB DESCRIPTION

REGISTRATION BAGS COMMITTEE

- Solicit college community for contributions to the bags
- Solicit city community for contributions to bags
- Collect and store contributions
- Keep accurate contact information (complete mailing details and name of contact for particular company/store or department), send thank you letters to all sponsors
- Keep list of contacts for following years committee
- Provide accurate list of donors to advertise on website and at event
- Staff registration table
- Put together all needed items for registration and bags
- Ensure print of name tags and prepare name tags for registration
- Ensure following available for each participant each day of event: site map, schedule, name tags, class lists – for registration table and session locations
- Clean up, storage and distribution of left over's – post conference

JOB DESCRIPTION

DOOR PRIZE COMMITTEE

- Solicit college community for Donations / Gifts / Sponsorships
- Solicit City community for Donations / Gifts / Sponsorships
- Collect, Catalogue and Store Prizes
- Collect and File Contact Information (Complete Mailing information and contact name.) Send Thank You letters to all who sponsored the event
- Keep a the list of contacts for the following year's committee
- Provide accurate list of all sponsors for use on the website, (MRSSA and Registration) and for registration packages at event
- Determine best way to hand out door prizes, prepare package and wrap for give away, keep list of names for all those who won, publish list on website

JOB DESCRIPTION

SITE COMMITTEE

- Visit site to verify location logistics/ needs and details
- Provide accurate map of site and route to site
- Provide signage for participants – highway and onsite
- Communication with site representative
- Ensure payment to Facility for services rendered
- Confirm details of food and service with written contracts

JOB DESCRIPTION

BROCHURE / ADVERTISING COMMITTEE

- Design advertising logo for brochure, masthead, posters, name tags
- Determine language details (fonts, characters per line) for brochure – editing, liaise with speakers committee for all details for sessions, schedule, speakers bio's,
- Print brochures, posters, letterhead, name tags
- Organize the labeling and distribution of the brochures to the MRSSA membership
- Provide communication details for the MOTD, This Week, and MRSSA Email – all pertinent information for the conference to be successful

JOB DESCRIPTION

AV COMMITTEE

- Order AV equipment for all rooms to be used at venue
- Order van for transport of equipment
- Ensure AV technicians are onsite to trouble-shoot, set up, tear down, and load van of equipment
- Confirm speakers needs for equipment
- Ensure return of all equipment to the college and associated departments