

Rotary Western Great Lakes District
Conference Council

Job Descriptions

Rev. July 29, 2025

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Rotary Western Great Lakes District Conference Council

The Rotary Western Great Lakes District Conference Council is an overarching organization that serves as the governing body for the planning and execution of the annual Rotary Western Great Lakes District Conference. This council is a crucial assembly of dedicated Rotarians who work collaboratively across multiple committees to ensure the success of the conference.

The Council includes representation from different Rotary Districts within the Western Great Lakes region. It's composed of various committee chairs, vice-chairs, and members from committees such as Marketing and Advertising, Registration, Site Selection, Conference Planning, Sponsorship, and more. Each committee is responsible for specific facets of conference planning, ranging from site selection and logistics to marketing and registration.

The Council's primary responsibility is to provide strategic oversight, coordination, and support to these committees, ensuring they are working effectively towards their goals and objectives. This includes setting overall conference goals, maintaining a high standard of quality, ensuring the conference aligns with Rotary's mission and values, and fostering an environment of cooperation and mutual respect among all committee members.

The Council also liaises with the District Governors, ensuring their vision for the conference is incorporated into the planning process. Ultimately, the goal of the Rotary Western Great Lakes District Conference Council is to create a memorable, productive, and enjoyable conference experience for all Rotarians in the region.

Purpose Of This Document

The purpose of this document is to serve as a reference, and to aid in recruitment efforts for the positions named herein.

Council Leadership

Position: Council Chair

Term: 2 Years

Job Description: As the Council Chair, you will convene and preside over quarterly and annual meetings of the Council. Your responsibilities include establishing the Council roster, casting the deciding vote in case of a tie, and performing evaluations of chairpersons. Your role also involves providing critical support to the conference planning committee and undertaking additional tasks as required. Your leadership and guidance will be key in maintaining the smooth operation and overall success of the Council.

Position: Council Vice-Chair

Term: 2 Years

Job Description: The Council Vice-Chair serves as an active member of the Council, stepping in to lead meetings in the absence of the Council Chair. Your responsibilities include participation

in budget development, serving on the Nominating Committee with an emphasis on identifying and cultivating new talent, and conducting an annual review of the bylaws. If necessary, you may convene an Ad-hoc committee to recommend changes to the Council. When the current Council Chair's term ends, you will assume the position of Council Chair. Your active engagement and leadership are vital to the continued success of the Council.

Position: Council Treasurer

Term: 2 Years (with an additional 2-year term)

Job Description: The Council Treasurer maintains the checkbook, pays expenses as per the Council's annual budget, maintains all financial statements, records, and reports. You will present financial statements, budgets, and proposed registration fees at Council meetings. An accounting degree is recommended for this role. An Assistant Treasurer may be appointed to support you. You must also ensure all tax filings are completed and filed promptly, and offer support to the conference planning committee.

Position: Council Secretary

Term: 2 Years (with an additional 2-year term)

Job Description: As the Council Secretary, your role involves recording, preserving, and distributing minutes of all Council meetings. You will be responsible for preparing and sending meeting agendas, maintaining and updating the Council roster, and making all facilities arrangements for the Council meetings, including virtual attendance options.

Council Secretary Position Summary: The Council Secretary facilitates the administration and communication of Council operations, with responsibilities refined by specific clarifications:

Meeting Documentation: Responsible for capturing, safeguarding, and sharing minutes of all Council meetings. Note: Ensure minutes are published within two weeks following each meeting to maintain transparency and accountability.

Member Coordination: Keeps the Council and Conference Planning Committee contact lists current. Note: This involves proactively ensuring all members are included and their details are up-to-date, essential for effective communication and coordination.

Logistics for Meetings: Manages the logistical setup for meetings, including physical and virtual needs. Note: Use the WRGLDC Zoom account (access provided by the Council Treasurer) for virtual meetings, and arrange all meeting logistics, including calendar invites with Zoom links sent after dates are finalized at the May Council Meeting.

Agenda Management: Involves collecting agenda items and preparing meeting agendas. Note: Send out requests for agenda items two weeks before any meeting and develop the agenda in partnership with the Council President. Ensure the agenda and a meeting reminder are sent to all members one week before the meeting.

Assistant Secretary: The role may be supported by an Assistant Secretary, appointed to assist with these duties. This individual can attend meetings and stand in for the Secretary as needed.

Additional notes include:

Meeting Planning: Collaborate with the Council Chair to develop a proposed list of council meetings for the Rotary year, which includes New Member Orientation in July, quarterly meetings in August, November, February, and the Annual Meeting in May.

Email Voting and Special Meetings: Handle the coordination of any email voting and the arrangement of any special Council meetings, ensuring flexible and responsive governance practices.

Google Folders: Manage WRGLDC's Google Folders by organizing and updating the folder system, establishing folders for each conference year and council-related activities, and granting access to Council members and Conference Planning Committee members. Review access permissions annually with the Council President and Conference Planning Chair.

Nominating Committee

Position: Nominating Committee Chair

Term: 2 Years

Job Description: Leads the Nominating Committee in engaging talent to fill Council roles and key TriCon Planning Committee roles.

Nominating Committee Duties:

- Nominate Rotarians to fill the Council and Core Conference Planning Committee positions.
- Fill vacancies in Council positions due to resignations.
- Work with the Conference Planning Chairs, Council Chair, Council Vice-Chair, and DGs to fill vacancies in Core Conference Planning Committee positions due to resignations.

District Governors (DGs)

Role and Responsibilities: Duties of the District Governor include planning and presiding at a District Conference during their DG year under Rotary International Policies and Procedures. The Council exists to support the Governors, Governors-Elect and Governors Nominee of the Member Districts in planning and carrying out multi-district conferences. As members of the Council, Members of the DG line (DG, DGE, DGN) will provide input to the Council and Planning Committee. In particular, they will provide input on the program, schedule, plenary keynote speakers, and theme for the conference during their year as DG. DGs are responsible for securing commitment of the plenary speakers for their conference year. They shall also be responsible for assisting with recruitment to fill Council and key Program Committee roles.

Budget Committee

Composition: The Budget Committee shall consist of the Treasurer, Conference Planning Committee Chair and Vice Chair, the DGs from each member district for the year of their conference, Site Selection Committee Chair, and the Council Chair and Vice Chair. Conference Planning Committee Chair shall serve as committee chair.

Responsibilities: A preliminary Council budget will be prepared by the Budget Committee and be presented by the Treasurer at the summer (August) Council meeting.

Site Selection Committee

Position: Site Selection Committee Chair

Term: 2 Years

Job Description: The role of the Site Selection Committee Chair is to oversee the site selection process for the District Conference. The Chair's responsibilities include developing a Request for Proposal (RFP), soliciting proposals, coordinating site visits for finalists, and, in collaboration with the District Governors (DGs) and Council, make the final determination of the conference venue. It is essential that the approved selection is made no later than eighteen months before the scheduled Conference. This timeline ensures sufficient time for necessary arrangements and preparations. The Chair is also responsible for coordinating with the Conference Planning Committee to arrange all facilities for the Conference. This includes room blocks, VIP rooms, meals, sergeants at arms office, hospitality check-in, training rooms, large meeting rooms, meal rooms, and audio/visual equipment. The Chair assists in reviewing, evaluating, and coordinating venue and catering contracts for the annual Foundation. The Chair also serves as a resource to the committee and monitors that the venue and hotels are meeting the terms of the contracts.

Position: Site Selection Committee Vice Chair

Term: 2 Years

Job Description: The Vice Chair of the Site Selection Committee assists the Chair in conducting preliminary site visits, recommending an RFP, and reviewing proposals for the District Conference. The Vice Chair plays a crucial role in recommending future Conference locations and is involved in making all facilities arrangements for the Multi District Conference. The Vice Chair works in coordination with the Chair, Conference Planning Chair and Vice Chair, and future District Governors to deliver these responsibilities. They also assist the Chair in reviewing, evaluating, and coordinating venue and catering contracts for the annual Foundation Dinner. The Vice Chair also serves as a resource to the committee and monitors that the venue and hotels are meeting the terms of the contracts.

Conference Planning Section

Conference Planning Committee

Position: Conference Chair

Term: 2 Years

Job Description: The Conference Chair is responsible for the comprehensive planning and coordination of the conference. The Chair's duties include maintaining a three-year planning timeline, selecting the site, formulating budgets, contract negotiation, managing committees and logistical/event management. Close collaboration with the Vice Chair, DG, DGE, and DGNs is necessary. The Chair ensures regular communication with the Council Chair, facilitates meetings, and confirms efficient coordination among committee members. Venue and AV coordination, and assessing attendees are also overseen by the Chair. The Chair must demonstrate strong organizational and leadership skills, with a background in event planning and/or project management.

Position: Conference Vice Chair

Term: 2 Years

Job Description: The Vice Chair of the Conference provides support to the Conference Chair in all aspects of conference planning. Responsibilities include assisting in maintaining a three-year planning timeline, site selection, budget formation, and committee management. The Vice Chair works closely with the Chair, DG, DGE, DGNs, and ensures effective communication with all parties involved. They also assist in venue and AV coordination and attendee assessment. The Vice Chair should possess strong leadership and organizational skills, with experience in event planning and/or project management being beneficial.

Registration Committee

Registration Committee Chair:

Term: 2 years

Job Description: The Registration Committee Chair is primarily responsible for overseeing the entire registration process for the conference. This includes setting up and managing the event in the registration software, The Chair needs to recommend and manage cancellation fees, provide regular updates on registration from opening to the start of the event, and produce accurate reports for catering purposes. They are also responsible for producing name tags for attendees and managing the refund policy as determined by the RWGLDC. Safeguarding personal data collected during the registration process is a crucial part of their role. The Chair oversees the on-site conference check-in, which involves managing and recruiting personnel for the task. Lastly, they must provide reports, as the registration software permits, to facilitate conference management and evaluation.

Registration Committee Vice Chair:

Term: 2 years

Job Description:

The Registration Committee Vice Chair assists the Chair in all duties, stepping in to lead when necessary. They play a crucial role in managing the event in the registration software, recommending and managing cancellation fees, and providing regular updates on registration. The Vice Chair helps in producing name tags, managing the refund policy, and safeguarding personal data collected during the registration process. They also assist in providing necessary reports for catering and conference management. One of their key tasks is supporting the Chair in managing and recruiting personnel for the on-site conference check-in.

Registration Committee Member:

Term: 2 years

Job Description: As a Member of the Registration Committee, you play an integral part in the conference registration process. This involves assisting in managing the event in the registration software, providing updates on registration, and helping produce name tags for attendees. Committee members are also involved in safeguarding personal data collected during the registration process and may be asked to help manage the on-site conference check-in. They support the Chair and Vice Chair in all their duties and may be tasked with specific assignments related to registration, such as assisting in providing necessary reports for catering and conference management.

Marketing & Advertising Committee

Marketing and Advertising Committee Chair

Term: 2 years

Job Description: The Chair heads the Marketing and Advertising Committee and is primarily responsible for the creation and implementation of the strategic marketing plan for the conference. This includes overseeing the design and production of all marketing materials, such as logos, event signage, bumper videos, and PowerPoint templates. They manage the conference's online presence, including website updates and social media campaigns. The Chair ensures consistent messaging and branding across all platforms and works closely with other committees, specifically Registration, Sponsorship, and Programs to align promotional activities. They also supervise the process of recognizing sponsors across various platforms, ensuring they receive the exposure agreed upon in their sponsorship packages.

Position: Marketing & Advertising Committee Vice Chair

Term: 2 years

Job Description: The Vice Chair supports the Chair in managing the committee and its operations. They assist in the planning and execution of the marketing strategy, contributing to

the design, creation, and distribution of marketing materials. They are actively involved in the maintenance of the conference website, ensuring its content is up-to-date and engaging. The Vice Chair also plays a key role in the development of the marketing toolkit, providing input and helping to ensure it's sent to club presidents, Assistant Governors, and District Governors in a timely manner. They also assist in the recognition of sponsors, ensuring their proper representation on the conference's various platforms. In the Chair's absence, the Vice Chair will assume their responsibilities, ensuring the continuity of the committee's activities.

Position: ClubRunner Administrator

Job Description: Set up and maintain ClubRunner system for marketing and operations. Includes list management, website technology updates, and so forth.

Position: Marketing & Advertising Committee Member

Term: 2 years

Job Description: As a member of the Marketing and Advertising Committee, you play an integral role in the promotion and visibility of the conference. Your duties span across various aspects of marketing, depending on your skill set. The committee will consist of at least 4 people.

If your expertise lies in web marketing, you will assist in maintaining and updating the conference website, ensuring its content is relevant, engaging, and up-to-date. You will work closely with the Chair and Vice Chair to implement effective web marketing strategies.

As a social media expert, you will assist in the planning and execution of social media campaigns, generating consistent and engaging content across various platforms. You will also monitor the performance of these campaigns, using analytics to inform future strategies.

If your skills are in graphic design, you will be involved in the creation of visual content for the conference. This includes designing logos, event signage, bumper videos, PowerPoint templates, and graphics for social media and the conference website.

If you possess writing skills, you will be tasked with creating compelling copy for various marketing materials, website content, social media posts, and press releases. You will ensure that the tone and style of all written content align with the conference's overall brand.

Those with experience in website hosting and management will oversee the technical aspects of the conference website, ensuring its optimal performance. You will troubleshoot any issues that arise and work with the web marketing team to implement updates and improvements.

In addition to your specific tasks, all committee members are expected to contribute to the development of the marketing toolkit and to assist in recognizing sponsors across various platforms.

Sponsorship Committee

Position: Sponsorship Committee Chair

Term: 2 years

Job Description: As the Sponsorship Committee Chair, your primary responsibility is to drive the process of soliciting sponsorships to meet the financial goals set by the District Governors and Conference Chair. This includes creating and updating the sponsorship level form, sending out invoices in collaboration with the Treasurer, and ensuring sponsors are appropriately recognized both online and at the conference event. Additionally, you will coordinate with the Registration Committee to facilitate sponsor registration and meal arrangements for their sponsored plenary sessions. For our Diamond and Gold Sponsors, you will assign a host for the sponsor at the plenary they are sponsoring. Your role also involves personally thanking sponsors at the conference and sending thank you notes after the event.

Position: Sponsorship Committee Vice Chair

Term: 2 years

Job Description: As the Vice Chair of the Sponsorship Committee, your role is to assist the Chair in meeting sponsorship goals. You will be involved in the creation and updating of the sponsorship level form, ensuring sponsor recognition, and coordinating with other committees for sponsor registration and meal arrangements. In addition, you will also assist in assigning hosts for Diamond and Gold Sponsors at the plenary they are sponsoring. Your responsibility also includes expressing gratitude towards sponsors, both personally at the conference and through thank you notes after the event.

Position: Sponsorship Committee Member

Term: To be determined

Job Description: As a Sponsorship Committee Member, you will be assisting the Chair and Vice Chair in securing sponsorships and meeting financial goals. Your responsibilities include aiding in the creation and updating of the sponsorship level form, ensuring sponsor recognition, and working with other committees to facilitate sponsor registration and meal arrangements. You will also assist in assigning hosts for Diamond and Gold Sponsors at the plenary they are sponsoring. Your role includes expressing appreciation to sponsors during and after the conference event.

House of Friendship Committee

Position: House of Friendship Committee Chair

Term: 1 year (renewable)

Job Description: Plan, organize and manage House of Friendship. Promote and encourage participation. Plan exhibit space layout. Manage reservations and assign space for exhibitors

(clubs, non-profit organizations and others) to showcase projects, programs, and services. Coordinate exhibitor needs (e.g., space, table, power) with facilities committee.

Facilities / Operations Committee

Position: Facilities Committee Chair

Term: 2 years

Job Description: As the Facilities Committee Chair, you are entrusted with leading the planning and implementation of all logistical needs for the conference. This includes overseeing the preparation and arrangement of physical spaces and resources, ensuring that all facilities requirements are met for various events and sessions. You will collaborate closely with other committees, specifically the Site Selection Committee, to ensure smooth and efficient operations. In addition, you will be responsible for addressing any facilities-related issues or challenges that arise, liaising with vendors and service providers, and ensuring adherence to safety and accessibility standards. Report to Conference Planning Committee Chair.

Position: Facilities Committee Vice Chair

Term: 2 years

Job Description: As the Vice Chair of the Facilities Committee, your primary responsibility is to assist the Chair in overseeing the logistics and facilities arrangements for the conference. This includes assisting in the planning and coordination of physical spaces and resources, and ensuring that all facilities requirements are met. You will work closely with the Chair and other committees to address any facilities-related issues or challenges, and ensure smooth operations. In the absence of the Chair, you may be required to lead the committee's activities, including liaising with vendors and service providers, and ensuring adherence to safety and accessibility standards.

Position: Facilities / Operations Committee Member

Term: Varies

Job Description: As a member of the Facilities Committee, you will work closely with the conference planning chair and Vice Chair to arrange all facilities, spaces and resources for the Multi-District Conference. Your tasks will include arranging room blocks, meals, audio/visual equipment, and more. You will also help in reviewing and coordinating venue and catering contracts for the annual Foundation Dinner. Assist in addressing any facilities-related issues or challenges that arise, liaising with vendors and service providers, and ensuring adherence to safety and accessibility standards. Your role is key in ensuring a smooth and successful conference experience for all attendees.

Workshop Committee

Position: Workshops Chair

Term: 2 years

Job Description: The Programs Chair is responsible for managing and coordinating the workshop selection process, speaker acquisition, and training room hosts. This includes finalizing a list of workshop speakers and programs by December 15th, gathering speaker bios and photos, writing introduction scripts for each session, and handling speaker orientation and AV needs. The Chair also has the duty of recruiting and training room hosts, who will introduce the speakers.

Position: Workshops Vice Chair

Term: 2 years

Job Description: The Programs Vice Chair supports the Programs Chair in all responsibilities, including workshop selection, speaker coordination, and room host training. The Vice Chair assists in the development of a list of workshop speakers and programs, gathering speaker information, creating session scripts, and organizing speaker orientation. They help in recruiting and training room hosts and liaising with District Trainers. The Vice Chair is prepared to assume the position of Chair upon the completion of their term.

Volunteer (a.k.a. Sergeant At Arms) Committee

Position: Volunteer (a.k.a. Sergeant at Arms) Chair

Term: 2 years

Job Description: The Sergeant at Arms Chair is responsible for securing volunteers to serve as Sergeants at Arms for the conference. This involves coordinating with the facilities committee to match volunteers to placements once all sessions and room assignments have been finalized. Your role will also involve providing volunteers with schedules and instructions in advance to reduce conflicts. You will be responsible for ensuring the cleanliness and readiness of vests, distributing them to volunteers, and answering any questions regarding the facility layout or job duties. Your excellent organizational and people skills will be critical in managing this role effectively.

Position: Ambassador (a.k.a. Sergeant at Arms) Vice Chair

Term: 2 years

Job Description: As the Sergeant at Arms Vice Chair, you will assist the Sergeant at Arms Chair in coordinating and managing the volunteer Sergeants at Arms for the conference. This includes supporting in the planning and placement of volunteers, assisting with schedules and instructions, and helping handle any arising questions or conflicts. You will also aid in ensuring the cleanliness and readiness of vests for distribution. Your role is crucial in maintaining the smooth operation of the conference and providing a positive experience for all attendees.

Other Conference Positions

Plenary Team

Position: Plenary Producer

Term: Duration of the event (renewable)

Key: Leader of Plenary Team

Reports to: Conference Chair, DGs

Works with: Script Writer, DGs, Conference Chair, Stage Manager, PPT Slide Creator, A/V Team, MC, Teleprompter Tech, Presenters, Plenary Speaker Coordinator Chair

Receives input from: DGs, Conference Chair, Function Committee Chairs, others

Job Description: Plenary Producer is the leader of the plenary team. This role involves a high degree of coordination, collaboration and leadership with the entire team. This job involves integration of the entire production – the word script, program schedule, and the run sheet into the Master Script. Ensure that scripts reflect intent of conference organizers (e.g., DGs, Conference Chair).

Gather and receive input for plenaries from DGs, Conference Chair, Function Chairs, and others and share it with Plenary Team members.

Schedule and convene team meetings to review word scripts incorporating feedback from event organizers, presenters, and the team.

Ensure that cues, stage directions, and timing cues for sound, visuals, and stage entries and exits are accurately incorporated with Word Scripts in Master Scripts. Ensure that Master Scripts are consistent with PPT Slide decks.

Organize, schedule and convene rehearsals with speakers, performers and the team to ensure effective professional event production. During rehearsals and performances, work hand-in-hand with the stage manager, A/V and other technical teams to ensure the desired production outcomes are achieved.

Requirements: Previous event production experience is optimal and expected. Demonstrate flexibility, adaptability and collaborative leadership – it could involve making quick changes during rehearsals or even during the event itself.

Position: Script Writer

Term: Duration of the event (renewable)

Works with: Producer, DGs, Conference Chair, Stage Manager, PPT Slide Creator, A/V, MC, Teleprompter Tech.

Receives input from: Producer, PPT Slide Creator, DGs, Conference Chair, MC, Function Committee Chairs

Job Description: The Script writer creates engaging, clear, and concise scripts that will set the tone for the program and guide our plenary session presenters, performers, and technical team members in their roles. This includes writing detailed scripts for introductions, transitions, speaker introductions, and closing remarks, tailored to the style and tone of the event and its participants.

This role involves a high degree of collaboration with others on the team to ensure that scripts align seamlessly with the technical and performance aspects of the event.

Throughout the event planning process, you will need to demonstrate flexibility and adaptability, revising scripts based on feedback from event organizers, presenters, and the technical team. This could involve making quick changes during rehearsals or even during the event itself.

Attendance at rehearsals will be crucial to understand the flow of the event and make any necessary adjustments to your scripts. Your scripts must meet specific requirements or goals set by the event organizers, such as incorporating sponsor mentions, highlighting key themes or messages, or creating specific moods or moments.

Requirements: Strong writing skills – ability to write for public speaking in a conference environment, and the ability to work collaboratively with a diverse team are key. This work will help ensure the event runs smoothly and achieves its goals.

Position: Stage Manager

Term: Duration of the event (renewable)

Works with: Script Writer, PPT Slide Creator, A/V Team, MC, Teleprompter Tech., Plenary Speaker Coordinator Chair

Job Description: The Stage Manager ensures the successful execution of plenary sessions during the event. Supervise all onstage and backstage activities, ensuring a high standard of performance. Host and manage both the stage and backstage areas, ensuring they are well-prepared and organized for each segment of the event.

Facilitate communication and collaboration among all team members - coordinate all relevant cues, schedules, and technical needs. This includes working with A/V Team calling technical cues during events and collaboration. Ensure all technical aspects of the performance are executed as planned.

As the eyes and ears on the ground, monitor the stage during plenaries and responding promptly to any emergencies or needs that arise on stage or backstage.

Supervise stage entries and exits communicating effectively with individuals appearing on stage and/or their aides.

Assist Producer in organizing and convening rehearsals with speakers and performers. Provide guidance on microphones, staging, entries and exits, cues, monitors, time, and other essential

aspects of the performance working hand-in-hand with the A/V Team to achieve the desired production outcomes. Assists A/V Team in calling the show.

Requirements: Stage Manager needs to be highly organized, flexible attentive, possess excellent communication skills, and have the ability to think quickly and problem-solve in a live event environment.

Position: PPT Slide Creator

Term: Duration of the event

Works with: Plenary Producer, Script Writer, DGs, Conference Chair, A/V Team, Stage Manager, MC, Function Managers (e.g., Sponsor Chair, HoF Chair)

Job Description: The PPT Slide Creator develops and delivers to the A/V Team a deck of professional quality PowerPoint (PPT) slide for display on screens in plenary sessions. PPT provides visual reinforcement of script.

Responsible with the Script Writer and Producer to ensure that the PPT slide deck synchronizes with the Master Script.

Ensure that PPT slide deck operates on A/V Team equipment.

Participate in Script review meetings.

Requirements: Solid experience with PPT, prior graphic design experience, attention to detail, and the ability to work collaboratively with a diverse team are key. This work will help ensure the event runs smoothly and achieves its goals.

Position: Master of Ceremonies (MC)

Term: Duration of the event (renewable)

Works with: Plenary Producer, Script Writer, Stage Manager, A/V Team, DGs, Conference Chair

Job Description: The MC hosts and facilitates plenary sessions from the stage. Relying on the Master Script, he/she welcomes attendees, provides introductions and thank yous and helps keep event on schedule. He/she engages the audience to create a fun, exciting experience. The MC plays a crucial role in ensuring the smooth flow and coordination of the event. He/she works closely with Script writer and Stage Manager.

May work with written script or Teleprompter.

Requirements: Strong public speaking skills, positive stage presence, professional demeanor, flexible and adaptable, experienced on stage,. Ability to connect with and motivate the audience. Video clips of prior work would be optimal.

Position: Teleprompter Tech.

Term: Duration of the event

Works with: Plenary Producer, Script Writer, Stage Manager, A/V Team, Conference Char

Job Description: Sets up, enters text and operates teleprompter system for plenary sessions. Ensures that the script is displayed accurately and at the appropriate speed for the speaker. Adjusts the text and troubleshooting any technical issues.

Transcribes scripts into readable screens that are used to prompt people to remember what they are to say.

Needs to synchronize information on the screen with what is occurring at the event.

Needs to participate in Script & PPT review meetings within the last few weeks prior to the conference. Coordinates with speakers/presenters, stage manager, and Producer.

Requirements: Must be able to work in distracting settings and under pressure. Strong attention to detail. Excellent reading and timing skills. Familiarity with teleprompter software and hardware. Ability to work calmly under pressure. Good communication skills. Willingness to be available on setup day for training

Speaker Coordination Committee

Position: Plenary Speaker Coordination Chair

Term: 2 years

Job Description: The Speaker Coordination Chair is responsible for handling all logistics related to speakers). These responsibilities include collecting speaker photos, bios, and program descriptions, arranging hotel accommodations and conference registration, coordinating and hosting plenary speakers and the RI President's Representative, providing reimbursement forms, securing speaker PowerPoint presentations 10 days prior to the event, and assigning hosts for each speaker at the conference. Communicate and coordinate with Plenary Team – Plenary Producer, Scriptwriter, and Stage Manager regarding schedules and scripts.

Position: Plenary Speaker Coordination Vice Chair

Term: 2 years

Job Description: The Speaker Coordination Vice Chair assists the Chair in ensuring all speaker-related logistics are handled efficiently. The Vice Chair aids in collecting speaker photos, bios, and program descriptions, helps arrange hotel accommodations and conference registration, supports the coordination and hosting of plenary speakers and the RI President's Representative, assists in distributing reimbursement forms, secures speaker PowerPoint presentations 10 days before the event, and helps assign hosts for each speaker at the conference. The Vice Chair is prepared to assume the position of Chair upon the completion of their term.

Revision History

2025-July-29. Reviewed by Council Chair Jeff Reed, Planning Chair Stephanie Martinez, Past Planning Chair Jason Beren.

2024-May-26, Edited by Pete Bosch, DBE (with input from Policies & Procedures manual.

