

Position Title: Board Meeting/Educational Facilities Coordinator (may be in combination with Breastfest Facilities Coordinator)

Term of Office: Two (2) years, with an option for subsequent terms, as appointed by the President.

Responsibilities:

- I. Makes arrangements and contracts with facilities used for OLCA Board Meetings and the Annual Breastfest Conference with the OLCA President's final approval.
- II. Communicates with the OLCA President and/or Conference Coordinator/Committee during the facility search. For OLCA Board meetings can identify an OLCA member who works in the targeted facility to make arrangements.
- III. Works with Speaker Coordinator to learn of the needs of speakers and coordinates the needs of OLCA speakers with the facilities available.
- IV. Arranges accommodations and meeting rooms for board, member and any additional meetings called by the Board of Directors
- V. Works as a member of the Annual Breastfest Conference Committee. Submits Annual Breastfest Conference Facility Report.
- VI. Updates Breastfest Conference Facilities Procedures for Annual Breastfest Conference Committee

Meeting Attendance:

1. Membership meetings
2. Breastfest Conference Committee meetings.
3. OLCA Board meetings as requested