

**Position Title:** Conference Chair

**Term of Office:** One (1) year, with an option of subsequent terms as appointed by the President

**Responsibilities:**

- I. Plan, organize, coordinate and implement all phases of conference planning as defined in special continuing education event policy.
- II. Keep Board of Directors informed on conference progress.
- III. Make and communicate a timeline that will ensure all aspects of the conference are completed in an adequate timeframe for successful completion of the conference.
- IV. Involve OLCA members on committee, including Vice President as Board representative.
- V. Work with Vice-President to appoint conference team.
- VI. Provide Website Editor with all conference information necessary to post announcements, an agenda, registration links, hotel reservation links, and speaker handouts, in a timely manner.

**Meeting Attendance:**

1. Membership meetings
2. Conference Planning meetings
4. Board of Directors meetings as requested