

Position Title: Speaker Coordinator(s) for Member Meetings

Term of Office: Two (2) year term as appointed by President with option of subsequent terms, as appointed by the President.

Responsibilities:

- Contact speakers for OLCA member meetings with input from membership
- Follow and communicate OLCA policy regarding reimbursement and honoraria in communicating to speakers.
- Communicate with speakers giving specifics, including map to meeting site, expense information, et cetera.
- Provide meeting notice in compliance with IBLCE requirements in a timely manner to the Newsletter Editor for inclusion in the OLCA newsletter.
- Prepare and present introductions for speakers at the meetings.
- Make sure the speaker signs an agreement to be audiotaped, if agreement is made. (Record presentation and give to the Web Editor or Librarian to be available to members).
- Follow up with written thank you note that may include summary of evaluations
- Coordinate with Continuing Education Coordinator, Publicity Chair, Facilities Coordinator, Treasurer and others as needed

Meeting Attendance:

- Membership meetings (approx 4 times per year)
- Board meetings (Approx 2 times per year)

Qualifications:

- OLCA Member for 1 year
- Ohio Resident
- Experience working with breastfeeding families

This position provides for some “perks” as a thank you for the volunteer work done in preparation for Member Meetings. These include:

- Free OLCA Membership
- Mileage one way for attendance of Board meetings