

Volunteer Position Description: Convocation 2019 Advisory Team Member



- Purpose:** The role of the Convocation Planning Advisory Team is to assist KDP Headquarters in the planning and successful execution of Convocation 2019, held October 24–26, 2019 in Norfolk, VA. This national task force will allow KDP Headquarters to benefit from the diverse experiences and expertise of its members and to increase capacity in providing a relevant and valuable conference experience.
- Reports to:** Event & Executive Coordinator
- Length of Commitment:** 1 year (November 1, 2018 through October 31, 2019)
- Meetings:** Potential of 1 conference call per month (based on needs) and 1 in-person meeting at Convocation 2019
- Expectations:** To participate in conference calls and work on identified tasks related to 2019 Convocation. Given the time and financial commitment of Convocation and the relatively small number of individuals involved in the planning, it is important to have the active participation of each task force member.

Desired Qualifications and Attributes:

- Event planning experience.
- Previous attendance at a KDP Convocation preferred.
- Previous attendance at other large-scale conference(s) preferred.

Potential Areas of Engagement:

- Assist in the selection of keynote speakers.
- Review the conference schedule.
- Assist in the development of workshop strands.
- Review workshop proposals and make workshop selections.
- Recommend local schools for touring or other local educational experience.
- Assist in host special guests (may include picking up at the airport, accompanying to meals, ensuring venue is set for speech, etc.)
- Assist staff in greeting attendees at events.
- Assist, as a volunteer, at registration, networking events, etc.

Contact the Staff Liaison only if you have specific questions about the position.

Staff Liaison: Tina Paris, Event & Executive Coordinator

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