

Women's Leadership Conference  
2010 Planning Committee Application

Name \_\_\_\_\_

Major & Year \_\_\_\_\_

Email \_\_\_\_\_

Phone \_\_\_\_\_

RANK IN ORDER OF PREFERENCE	
_____	Chair
_____	Ambassador
_____	Awards
_____	Finance
_____	Graphic Artist
_____	Keynote
_____	Logistics
_____	Publicity
_____	Registration
_____	Volunteer
_____	Website
_____	Workshops

Selection Process:

Applications are due by Friday, November 20. Chair applications are due on Monday, November 16. Applications will then be reviewed and interviews will be held the week of November 23. Decisions will be made in December.

Instructions:

Please rank in order of preference your choice of committee. Please do not rank those positions that you will not accept.

Attach a list of other campus and community involvement, and rank them in order of importance to you. Please place WLC on the list, so that the selection committee may know where the conference is in your list of priorities.

Briefly state what you would like to do with the position you ranked as your first choice. How do you plan to make an impact on others through this conference?

Write a brief (~300 words total) response to the following questions:

What past leadership experience have you had? What challenges did you face?

How did you overcome these challenges?

Describe a past situation where you worked effectively on a team.

Why is it important for Tech to have a Women's Leadership Conference?

Submit the completed applications to the Women's Resource Center, room 131 Student Services Building (Flag Building) or by email to [LDavis3@gatech.edu](mailto:LDavis3@gatech.edu).

If you have any questions concerning the application process, contact Lauren Davis at [LDavis3@gatech.edu](mailto:LDavis3@gatech.edu).

To hold a WLC committee position, you must have a minimum of a 2.0 GPA. This is a Georgia Tech policy. I \_\_\_\_\_ give the Women's Leadership Conference advisor permission to verify that I am in good standing with the Georgia Tech Registrar's Office.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Women's Leadership Conference 2010 Planning Committee Committee Chair Positions

## Each Chair Responsibilities

- All members of the planning committee should attend all advisory board and committee meetings.
- Each chair must be available to attend all of the conference on the date decided by the collective group.
- Chairs should take responsibility for the duties of their position, meet deadlines and work with other chair positions as needed to facilitate conference planning.
- Chairs are responsible for soliciting members to help volunteer.
- Each chair should expect to commit at least an hour a week to committee and or advisory meetings and 2-10 hours/week to meet committee responsibilities, depending on the extent of the work needing to be done.

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## Conference Chair

Major Responsibility: Provide leadership to planning committee to successfully organize and implement Women's Leadership Conference.

Duties include but are not limited to:

- Plan retreat and professional development opportunities for committee
- Choose conference theme with committee
- Select conference dates with committee
- Develop and organize general conference schedule
- Work to maintain timeline of all necessary duties
- Facilitate teamwork and collaboration among committee members
- Coordinate advisory board and committee meetings
- Select gifts for conference attendees and workshop speakers
- Coordinate WLC evaluation report.

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## Ambassador Chair

Major Responsibility: Attract participation in the Women's Leadership Conference from neighboring colleges as well as non-students at Georgia Tech.

Duties include but are not limited to:

- Work with Publicity to create/distribute materials about conference.
- Determine hotel options for out-of-town attendees.
- Build and maintain committee of volunteers to continue relationship with other schools
- Work with Registration to ensure timely and accurate registration for non-Tech attendees
- Work with Publicity Chair to promote conference attendance on campus.
- Assist Volunteer Chair during/prior to conference.

## Awards Chair

Major Responsibility: Organize and implement all aspects of Women of Distinction Awards Ceremony.

Duties include but are not limited to:

- Create awards nomination, selection and program schedule.
  - Create/update nomination form and distribute
  - Work with Publicity Chair to promote nomination process.
  - Coordinate with advisory board/awards committee to decide criteria for nomination and selection
  - Lead selection process
  - Contact all nominees/nominators with details of awards process/ceremony.
  - Confirm acceptance of awards
  - Select award presenters
  - Write award winner bios for program
  - Organize awards purchase and selection
  - Send conference photographs to award recipients and their departments.
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## Finance Chair

Major Responsibility: Secure funding (\$40,000+) for conference through campus and corporate sponsors. Create budget (with Chair and Advisor), maintain financial records. Recognize sponsors appropriately.

Duties include but are not limited to:

- Work with Committee Chair, Advisor and Committee to establish budget and maintain throughout the conference.
  - Create/update sponsorship packets.
  - Apply for grants and/or sponsorships to support conference
  - Contact previous sponsors and find new sponsors
  - Organize donations and allocation of funds
  - Collect advertisements, sponsor fair and representatives for conference program, website and registration.
  - Serve as a general liaison between committee and sponsors
  - Organize/plan corporate sponsor forums throughout year for input/advice
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## Keynote Speaker Chair

Major Responsibility: Search and select possible speakers for each of three programs (Friday Night Alumna, Saturday Breakfast, and Saturday Luncheon)

Duties include but are not limited to:

- Research diverse keynote speaker options that reflect conference needs/theme
- Present list to committee chairs at meeting for selection – include 2<sup>nd</sup>, 3<sup>rd</sup> choices
- Prepare and distribute “Invitation packet” to possible speakers
- Invite selected persons to speak and maintain contact
- Arrange for speaker needs/equipment, compensation, travel logistics
- Arrange for keynote speaker gifts (with Awards Chair)
- Assist keynote speakers throughout each respective program

## Logistics

Major Responsibility: Ensure smooth facilitation of conference. Determine conference facilities, equipment, entertainment, décor and catering.

Duties include but are not limited to:

- Select conference location and facilities needed
  - Reserve all facilities and equipment necessary for the conference
  - Organize room set-up based on speaker requirements
  - Create/print all conference signs
  - Organize catering (dinner/reception, breakfast, lunch, breaks).
  - Research and confirm entertainment for Friday and Saturday in conjunction with conference theme.
  - Select decorations in relation to conference theme.
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## Graphics

Major Responsibility: Create conference logo/look, design all conference materials (postcard, posters, banners, ads, conference booklet, award, name tags, signs, conference giveaways, etc.)

Duties include but are not limited to:

- Design all conference materials, incorporating conference logo/look.
  - Design layout for conference program booklet.
  - Work with printer/firm to print/produce materials.
  - Design and produce conference t-shirts and/or conference gifts.
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## Publicity/Public Relations Chair

Major Responsibility: Create and execute a publicity plan to maximize attendance and interest in the conference.

Duties include but are not limited to:

- Manage contacts with publicity sources
  - Supply information to publicity sources
  - Create flyers, banners and display for campus advertisement
  - Work closely with Graphics Chair to create and coordinate conference, materials.
  - Work with Registration, Awards and Volunteer Chairs to fill their specific publicity needs.
  - Organize conference photos and/or video
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## Registration

Major Responsibility: Organize smooth, efficient registration process

Duties include but are not limited to:

- Organize registration process.
- Keep a record of participant registration and payment.
- Create and send confirmations to participants (conference date/time/location/schedule, parking, directions, attire)
- Work with other Chairs to ensure all special guests registered (sponsors, speakers, nominees, etc.)
- Prepare/print name tags with name, major/department and/or company as well as special identifying information (i.e.. Committee, Nominee, Sponsor).

Have registration tables set-up full hour prior to conference (attendees often arrive early).

Submit final numbers of registration for meal counts.

After conference, submit final attendance at conference (each day, number per participant type, i.e. student, alumni, etc.) for conference report.

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#### Volunteer Chair

Major Responsibility: organize volunteers for the conference

Duties include but are not limited to:

- Organize events to recruit volunteers in Fall semester

- Maintain working email list for all confirmed volunteers

- Work closely with each of the committee chairs to assign volunteers to committees

- Select and train Speaker Liaisons

- Organize volunteers to publicize WLC to various/diverse organizations on campus

- Organize volunteers to visit all student organizations on campus

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#### Website

Major Responsibility: Accept role as Webmaster for the conference site

Duties include but are not limited to:

- Create a database for online registration

- Communicate closely with each committee chair

- Organize web registration form

- Develop website and maintain (update at least once a week)

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#### Workshops

Major Responsibility: Solicit and select workshop speakers

Duties include but are not limited to:

- Collect delegate/speaker information from sponsors

- Plan set-up for workshops in a spreadsheet

- Establish room set-up needs for each workshop and communicate to Logistics Chair

- Write workshop summaries for program and website

- Collect speaker confirmation forms

- Create a speaker's packet for the event

- Work closely with Volunteer Chair to train speaker liaisons