

Women's Leadership Conference 2012 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

Selection Process:

Committee applications are due by Wednesday, November 30th. Chair applications are due on Monday, November 28th. Applications will then be reviewed and interviews will be held the week of December 5. Decisions will be made in December.

Instructions:

Please rank, in order of preference, your choice of committee position. 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 WLC 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 prompts:

What past leadership experience(s) 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 in the Student Services Building (Flag Building) or by email to Lesley.bonds@vpss.gatech.edu.

If you have any questions concerning the application process, contact Lesley Bonds at Lesley.bonds@vpss.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
2012 Planning Committee
Committee Chair Positions**

Each Chair's Responsibilities:

- All members of the planning committee attend all advisory board and committee meetings
 - Each chair must be available to attend the entire conference on the date selected by the collective group
 - Each chair must take responsibility for the duties of his/her position, meet deadlines and work with other chair positions, as needed, to facilitate conference planning
 - Each chair is responsible for soliciting volunteers
 - Each should expect to commit at least an hour a week to committee and/or advisory board meetings and 2-10 hours/week to meet committee responsibilities, depending on the extend of the work required to fulfill individual duties
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Conference Chair:

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

Duties include, but are not limited to:

- Plan retreat and professional development opportunities for committee
- Choose conference theme with the committee
- Select conference dates with the committee
- Develop and organize the general conference schedule
- Work to maintain a timeline of all chairs' 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

Ambassador Chair:

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

Duties include, but are not limited to:

- Work with the Publicity Chair to create/distribute materials about the conference
- Determine hotel options for out-of-town attendees
- Build and maintain a 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

Logistics Chair:

Major Responsibility: Ensure smooth facilitation of the conference. Determine conference facilities, equipment needs, 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, etc.)
- Secure parking for the conference
- Research and confirm entertainment for Friday evening and Saturday morning in conjunction with the conference theme
- Select decorations in relation to the conference theme

Graphics Chair:

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 gifts

Publicity/Public Relations Chair:

Major Responsibility: Create and execute a publicity plan to maximize interest and attendance 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 the Graphics Chair to create and coordinate conference materials
- Work with the Registration, Awards and Volunteers Chair to fill their specific publicity needs
- Organize conference photos and/or video

Registration Chair:

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, etc.)
- Work with other Chairs to ensure all special guests (sponsors, speakers, nominees) are registered
- Work with the Website Chair to set up an efficient online registration system

- Prepare/print conference name tags with name, major/department and/or company, as well as special identifying information (committee, sponsors, nominee)
- Have registration tables set-up a full hour prior to conference
- Remain at the registration tables throughout the duration of the conference for on-site registration
- Submit final registration numbers to the Logistics Chair prior to the conference
- After conference, submit final attendance at conference (each day, number per participant type, etc.) for conference report

Awards Chair:

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

Duties include, but are not limited to:

- Create awards nomination, selection and program schedule
- Create/update and distribute nomination form
- 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 the program and submit to the Graphics Chair
- Organize awards purchase and selection
- Send conference photographs to award recipients and their departments

Finance Chair:

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

Duties include, but are not limited to:

- Work with Committee Chair, Advisor and committees to establish and maintain a budget
- 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 the year for input/advice

Keynotes Chair:

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

Duties include, but are not limited to:

- Research diverse keynote speaker options that reflect conference needs and theme
- Present list of options to committee chairs at meeting for selection – include 2nd, 3rd choices
- Secure keynote speakers through signed contracts

- Discuss speaker compensation with the Finance Chair
- Establish set-up needs for each speech and send to Logistics Chair (PowerPoint, sound, etc.)
- Serve as the on-site liaison for the keynotes throughout the conference
- Arrange for speakers' travel needs
- Arrange for speakers' gifts with Committee Chair and Awards Chair

Volunteer Chair:

Major Responsibility: Organize volunteers for the conference

Duties include, but are not limited to:

- Organize events to recruit volunteers in the 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 Workshop Speaker Liaisons
- Organize volunteers to publicize WLC to various/diverse organizations on campus
- Organize volunteers to visit all student organizations on campus

Website Chair:

Major Responsibility: Accept role as Webmaster for the conference site

Duties include, but are not limited to:

- Create a database for online registration form
- Develop and maintain website (update as needed)
- Communicate closely with each committee chair to ensure all information on the website is updated accurately and in a timely manner
- Organize a web registration form

Workshops Chair:

Major Responsibility: Solicit and select workshop speakers

Duties include, but are not limited to:

- Prepare and distribute an "invitation packet" to send to potential speakers
- Invite selected persons to speak and maintain contact
- Arrange for speaker needs/equipment, compensation, travel logistics
- Arrange for speaker gifts (with Awards Chair)
- Collect delegate/speaker information from sponsors
- Solicit workshop speakers that aligns with conference theme
- 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 the Volunteer Chair to train speaker liaisons