****

**Volunteer PD Event Chairs and Committee Roles**

A PD event committee structure may include (in alpha order):

* Auction Chair – Responsible for organizing and maintaining all aspects of the silent and live auction. Communicates with vendors and or potential donors prior to the conference to solicit exhibit hall items.
* AV & Logistics Chair – Responsible for all AV needs and any other on-site needs presenters might need.
* Conference/Program Chair – Responsible for facilitating the work of the entire committee, providing oversight, ensuring timely communications within the committee and between the committee and the Local Council of Leaders (LCOL) or PD Chair. Works with staff to facilitate the call for presenters, identify keynote speakers, and program review teams.
* Exhibit Hall/Vendor Chair – Responsible for assisting ACA Regional Directors with exhibitor recruitment and assisting on-site with vendors. Works with decorator/venue staff on-site to over-see Exhibit Hall build out/set-up/take-down as well as all Exhibit Hall times.
* Hospitality Chair – Responsible for coordinating all committee’s efforts in providing a pleasant experience at conference.
* Keynote, VIP & Speaker Chair –
* Local Outreach Chair – Responsible for promoting the conference with local youth development and/or afterschool programs that may be interested in attending. Also assists with the identification of a local service project, ideas for entertainment, and or assisting the hospitality chair in identifying local resources.
* Marketing & Social Media Chair –
* Program Chair – Works with staff to facilitate the call for presenters, identify keynote speakers, and program review teams. Will establish final session and room assignments
* Registration Chair – Works with staff to facilitate the onsite registration check-in process.
* Volunteer Chair – Responsible for collecting, coordinating, and managing all volunteer opportunities identified by committee. Additionally, responsible for on-site volunteers, such as room hosts, greeters etc.
* Other potential Chairs as deemed necessary – Socials, Photographer, etc.

**Liaison to the Local Council of Leaders (LCOL)**

The local PD Chair(s) will keep the LCOL Chair(s) updated with respect to the progress of the events of the local office. ACA Staff will also assist in this process.

**Responsibilities of all Conference Committee Members**

* Actively participate in all meetings as able.
* Promote and market the conference to potential participants and/or vendors.
* Review all guidelines, timeline, as well as Crisis Management Procedures.
* Request approval from Field Office staff prior to making financial commitments on behalf of the conference.
* Work with Field Office Staff if negotiating any agreements and/or contracts (please note that only staff can enter into agreements/contracts on behalf of ACA).
* Actively support the conference on-site as needed.