

2010 British Columbia Library Conference Planning Committee Volunteer Position Descriptions

1. Exhibits Coordinator

The Exhibits Coordinator works with the Conference Manager who is responsible for coordinating exhibitor participation in the BC Library Conference. The Exhibits Coordinator will assist in:

- Establishing (or confirming) policies governing the operation of the Exhibits part of the Conference,
- Establishing a registration fee schedule for exhibitors,
- Identifying, inviting and confirming non-library related vendor participation, with the Local Arrangements Coordinator,
- Notifying potential participants about the Conference,
- Developing a floor plan that allocates space to exhibitors in conjunction with the event & display services company,
- Establishing the hours of opening for the Exhibits Area,
- Ensuring the highest possible traffic in the Exhibits Area.
- Planning any trade show based opening ceremony, receptions, drawings,
- Welcoming Exhibitors, and helping them locate their assigned booths, and introducing vendors to exhibition services staff.

Time commitment will be minimal to moderate leading up to the conference, and moderate on-site. The Exhibits Coordinator participates in Conference planning committee meetings as required.

2. Hospitality Coordinator

The Hospitality Coordinator is responsible for soliciting for and coordinating Conference volunteers, and working with those volunteers to provide conference attendees and exhibitors with information and services that enhance the conference experience. Experience coordinating volunteers and a strong customer service focus are desirable. The Hospitality Coordinator:

- Works with the Registrar (the BCLA Office Manager) to assign volunteers for the registration area,
- Works with the Exhibits Coordinator to assign volunteers for the exhibits area,
- Works with the Sessions Coordinator to assign volunteers to meeting rooms,
- Works with the Publicity Coordinator to assign volunteer reporters and photographers to sessions and events,
- Sets up and staffs the conference hospitality desk with volunteers,
- Sets the volunteer schedules and coordinates all related activities,
- On site, works with the Local Arrangements Coordinator.

Time commitment will be minimal until about 3 months prior to the conference, moderate before the conference, and significant on-site. The Hospitality Coordinator participates in Conference planning committee meetings as required.

3. Sessions Coordinator

The Sessions Coordinator is responsible for meeting room assignments, setup, and operational oversight, and works closely with the Chair, Conference Manager, and the main contact person from the AV company. An ability to troubleshoot, problem solve and multitask are highly desirable.

The Sessions Coordinator:

- Works with the conference site staff on room setups before and during the conference,
- Works with the Registrar and the Conference Manager to estimate attendance at various sessions,
- Coordinates with site manager to select and assign appropriate meeting rooms,
- Works with the AV company and the Conference Manager on the quote for services
- Communicates room assignments to program sponsors,
- Works with the Hospitality Chair to secure volunteers to ensure smooth session operations,
- Works with the Local Arrangements Coordinator for any sessions held off-site,
- Works with the AV company staff on the setup of each room prior to each meeting,
- Ensures the distribution and collection of session evaluations (if done in print).

Time commitment will be minimal until about 1 month prior to the conference and significant from then on, particularly on-site. The Sessions Coordinator participates in Conference planning committee meetings as required.

4. Sponsorship Coordinator

The Sponsorship Coordinator is responsible for soliciting grants and donations to generally support the Conference and for obtaining sponsorship for speakers, sessions or events. Donations may be financial or in goods or services. The Sponsorship Coordinator must be comfortable cold calling sponsorship prospects and asking for donations.

The Sponsorship Coordinator:

- Works closely with the Chair, Treasurer, Exhibits Coordinator, PR Coordinator, and the Web Site Coordinator,
- Maintains a spreadsheet with donor and sponsorship contributions,
- Informs PR Coordinator of donations and sponsorship regularly,
- Ensures there is donor and sponsorship recognition in the delegates' brochure, on the web site and at the Conference,
- Meet and thank all donors and sponsors who are on-site,
- Writes thank-you letters to donors and sponsors within 30 days of the Conference.

Time commitment is minimal to moderate throughout the conference cycle. The Sponsorship Coordinator participates in Conference planning committee meetings as required.

5. Publicity Coordinator

The Publicity Coordinator develops the Publicity Plan 8 to 10 months before the Conference and is responsible for conference publicity and promotion, works with the Conference Manager on the conference handbook, and coordinates session and event reporting and photography during the conference. Experience with PR, writing and blogging are desirable.

The Publicity Coordinator:

- Plans regular releases using a variety of media about the conference which will include theme, venue, date, and information about significant sessions and events,
- Issues important or breaking news, including information about donors and sponsors,
- Develops a distribution list that includes sponsors' newsletters, websites and e-lists, provincial newsletters and e-lists, The Partnership e-list, CLA publications, and WebJunction BC,
- Works with local media to ensure coverage of the Conference and library issues.
- Works with the Hospitality Coordinator to ensure volunteer session and event reporters and photographers
- After the conference, writes a conference article for publication in BCLA, BCLTA and HLABC newsletters.

Time commitment is minimal to moderate prior to the conference, and moderate on-site. The Publicity Coordinator participates in Conference planning committee meetings as required.

6. Author Talks Coordinator

The Author Talks Coordinator works with various stakeholders (such as library book jobbers, the Association of Book Publishers of BC) and in consultation with the planning committee—in particular, the Local Arrangements Coordinator-- secures authors (preferably from BC) to deliver readings during the conference. A familiarity with BC authors is required.

The Author Talks Coordinator:

- Books no less than two authors, ensuring that the budget designated by the conference planning committee is followed,
- Aims towards an appropriate balance between fiction and non-fiction authors, between adult and youth/children's authors, and between BC and other Canadian authors,
- Ensure that contract/accommodation/room set-up forms are forwarded to the appropriate committee members by the deadline,
- Provides person responsible for conference brochure as well as BCLA and BCLTA newsletter editors with appropriate write-ups and photographs,
- Ensures adequate supplies of books are on hand for author signings and arrange for their sale in cooperation with Exhibits Coordinator or appropriate book jobber or publisher.
- Prepares author introductions and thank yous.
- Acts as convenor at the Author Talks session(s).

Time commitment is minimal to moderate prior to the conference, and moderate on-site. The Author Talks Coordinator participates in Conference planning committee meetings as required.

7. Web Site Coordinator

The Web Site Coordinator is responsible for designing and maintaining content on the BC Library Conference web site. The content for the site is to be determined each year by the planning committee in consultation with the Web Coordinator. The site is to be maintained year round, with varying levels of activity taking place related to the various stages of conference planning. The Web Coordinator works closely with the people responsible for creating the conference program and brochure, ensuring that information is added to the web site as it becomes available. The Web Coordinator works with the Program Sub-Committee to put speakers'

presentations and handouts on the conference web site. Experience with web site management is required.

The Web Site Coordinator:

- Works with the site host company
- Designs and develops the conference website and some content
- Obtains content for the web site from appropriate planning committee members that may include:
 - graphic files and logos
 - speaker descriptions
 - session descriptions
 - exhibitor information forms
 - registration forms
 - conference brochure
- Tracks web site usage as effectively as possible
- Ensures that sponsors are acknowledged on the web site
- Coordinates online conference evaluations

Time commitment is minimal to moderate prior to the conference, with most of the effort required before November 2009. Some time commitment leading up to and after the conference is required as content changes or is delivered. No on-site time commitment is anticipated. The Web Site Coordinator participates in Conference planning committee meetings as required.