

Facilities Chair(s)

Basic Function:

To work with the planning team and conference vendors to ensure a successful event.

Time Commitment: Before Conference – High, During Conference – High, After Conference - Medium

Additional Duties:

In general, the facilities chair(s) will

- Work with event staff to select food for all meals and breaks. The facilities team should work with Conference Liaison to make selections for the Iowa Job Honor Award lunch.
- Work with planning committee to ensure proper signage. Once all needs are determined, work with printing vendor to order signs. Signs may include but are not limited to:
 - o Sponsors
 - o Break out session information outside each room
 - o Registration
 - o Directional signage as needed
 - o Lactation Rooms
 - o Restroom signs if converted from Men's to Women's
- Work with event vendor to plan keynote stage set up.
- Work with AV vendor to ensure all technology needs are met for breakout sessions.
- Work with conference hotel to make room reservations for speakers and committee / council representatives.
- Answer or direct questions from the conference email inbox.
- Assist with other facilities related duties as needed.

At the event: (Must be available all-day Wednesday, Thursday, and Friday)

- Ensure signage is displayed accurately each day.
- Answer questions and work with vendors to resolve any issues.

After the event:

- Participate in the conference debrief.

Additional Information:

- This position is eligible for conference proceeds, assuming the conference makes money. The chair(s) will get a portion of the proceeds that are set aside for major conference chair positions and that may be given to his/her local chapter, the State Council, or a split between the two.