

MAINE DIETETIC ASSOCIATION

JOB DESCRIPTION: Conference Planning Committee Chair

1. Serves a 1-year term as a non-voting member of the governing board. Appointed by the MDA BOD.
2. Directs selection and execution of MDA's major educational effort of the organization
3. Directs scheduled meetings for planning of annual MDA conference
4. Coordinates with treasurer to accept monies as they come in for the conference.
5. Coordinates with Newsletter Editor to provide PR for the conference
6. Solicits MDA members to serve as Conference Planning Committee members.

Other duties in conjunction with Conference Planning Committee members:

- Contacts prospective speakers and vendors and creates agenda for conference events
- Solicits ideas from the membership to determine their interest in educational offerings
- Participates in conference brochure development and mailings to membership and other interested parties
- Organizes logistical concerns including location of conference, catering, audio-visual needs, etc.