



Derrick Mulondo Foundation

Volunteers To-do List and Roles

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Planning Committee Committee Chair Positions

Chair Responsibilities

- All members of the planning committee should attend all advisory board and chair meetings.
 - Each chair must be available to attend the conference on the date decided by the collective group.
 - They should communicate all information to other chairs and submit reports when necessary.
 - Chairs are responsible for soliciting members to help volunteer.
 - The chairs should expect to commit at least an hour a week to chair and/or advisory meetings and 2-10 hours/per week to meet committee responsibilities, depending on the amount of time left until the conference and the extent of work to be done.
 - Chairs must submit a final written chair report after each completed course.
 - Chairs must be willing to have a transition meeting with next year's chair.
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Course Chair (Administrator)

Develop and organize the general schedule
Work to maintain a timeline of all necessary duties
Organize and communicate all information to the committee
Choose course activities
Select course dates
Coordinate weekly planning committee meetings
Coordinate advisory board meetings
Select gifts for workshop speakers

PR Chair

Work with Publicity to help attract clients to the course
Coordinate outreach efforts to neighboring providers
Maintain a committee of volunteers to continue the relationship with other institutions
Work with Registration to ensure timely and accurate registration for non-alliance attendees

Graphics

Design layout and solicit information for a course program flyer
Secure method of printing
Design brochures and flyer
Help to maintain consistency in the design of conference signs, gifts, and awards
Work with an outside firm to print
Design and produce course certificates
Maintain relationship with printer throughout the year

Website

Awards Chair

- Plan awards graduation details
- Create certificate
- Lead award selection process
- Select award presenters
- Write award winner bios for event
- Organize awards certificates and gifts

Finance Chair

- Work with the course chair and planning committee to establish a budget
- Apply for grants to support the course
- Create sponsorship packets
- Contact previous sponsors and find new sponsors
- Organize donations and allocation of funds
- Recognize sponsors appropriately
- Collect information to recognize sponsors
- Serve as a general liaison between the committee and sponsors
- Collect delegate/speaker information from sponsors
- Organize/plan corporate sponsor forums throughout the year for input/advice

Keynote Speaker Chair

- Search and select possible speakers for each graduation
- Invite selected persons to speak and contact persistently
- Prepare and distribute an "Invitation packet" to possible speakers
- Coordinate any contracts, travel arrangements, transportation, etc. for speakers
- Assist keynote speakers throughout each respective program
- Arrange for keynote speaker gifts

Logistics

- Select the conference location and facilities needed
- Reserve all facilities and equipment necessary for the conference
- Organize room set-up based on speaker requirements
- Create all-conference signs
- Organize graduation luncheon food
- Select decorations and organize the decoration of the graduation venue
- Work closely with Volunteer Chair

Publicity/Public Relations Chair

Create and execute a publicity plan
Manage contacts to publicity sources
Supply information to publicity sources
Create flyers, banners,
Organize distribution of registration forms, brochures, etc.
Work closely with programs chair to create and coordinate the logo
Organize course photos and/or video

Registration

Organize paper registration form
Keep a record of participant registration and payment
Write and send confirmation letters to participants
Create & print nametags, and add ribbons as appropriate (committee, sponsors, advisors, etc.)
Plan registration process
Conduct course evaluations including a final report
Organize nametags for the day of the course
Coordinate distribution of nametags to all attendees

Volunteer Chair

Organize events to recruit volunteers
Maintain a working email list for all confirmed volunteers
Work closely with each of the committee chairs to assign volunteers to committees
Select and train Speaker Liaisons
Organize volunteers to visit providers and potential clients

Workshops

Solicit and select course workshop speakers
Collect delegate/speaker information from sponsors
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 Volunteer Chair to train speaker liaisons
