

Cascadia Educational Conference Chair

Review of role, responsibilities and leadership attributes:

- Design and oversee Cascadia
- Liaison to Director of Industry Alliances and committees
- Point person for all Cascadia tasks
- MC of Cascadia

Reports to: Director of Industry Alliances

Term: One year or as determined by the Board of Directors and Chapter Bylaws

Time Commitment: 10 hours per week

Specific Responsibilities:

TASK	INDIVIDUAL RESPONSIBLE	CONSULTANTS / CONTRIBUTORS	TIME FRAME	RESOURCES
Theme Creation	Cascadia Chair	Dir of Industry Alliances, Board	June	Previous years as a reference
Secure a venue two years in advance	Cascadia Chair	Dir of Industry Alliances, Board	June - September	Previous year's RFP
Fee creation and registration website development	Cascadia Chair	Dir of Industry Alliances	August	Experient
Securing all marketing assets	Cascadia Chair/Marketing	Marketing Committee	July	ORG Support
Creation of educational tracks	Cascadia Chair/Education	Education Committee	June - July	Previous years topics/Dir of Industry Alliances
Set menu and review BEO's and room sets	Cascadia Chair		August	
Roll up all reporting	Cascadia Chair	Dir of Industry Alliances	April	Experient
Oversight of sponsorship and silent auction	Cascadia Chair/Sponsorship	Sponsorship Committee and Board	October	Board