

WALC Conference Chair Responsibilities

- Oversee conference committee – make sure committee is on track time-wise for conference needs
- Schedule and attend meetings - usually 7-8 onsite meetings & 2-3 phone meetings/year
- Prepare Agendas
- Hire/communicate with speakers
- Speaker contracts – update and send out, follow-up as needed
- Publicity
- Prepare Speaker welcome bags
- MC During conference- introduces speakers, announcements, accommodate speakers, trouble shoot issues that come up.
- Sit on WALC board for conference updates – 4 times/yearly