



**VOLUNTEER POSITION DESCRIPTION:** Planning Committee (Co-)Chair

**POSITION TIME FRAME:** First Planning Committee Meeting – End of Assigned Session

**DESCRIPTION OF RESPONSIBILITIES:**

- Act as leader and head volunteer of respective Planning Committee.
- Attend the entire session responsible for planning.
- Assist Program Director and LNC Staff in executing a successful session.
- Attendance at July 24<sup>th</sup> Planning Session from 11:00 – 3:00pm at BCBSNC in Chapel Hill, NC.
- Provide Session Overview at session highlighting the goals and reasons for each topic of discussion.
- Assist Program Director with speaker identification and communication, sponsorship and other various session related items.
- Attend and lead all committee conference calls, outlining call agenda prior to conference call with Program Director.
- Assist during session with speaker introductions, handouts, and other various session-related tasks.
- Responsible for the cost of hotel and travel associated with each session.
- Assist in identifying, securing and confirming session speakers.
- Assist in task delegation to and management of committee members.
- Assist in communication to speakers, committee members and class members.

**IMPORTANT DATES:**

MAY 12, 2010 – PROGRAM PLANNING SESSION, CRABTREE MARRIOTT, RALEIGH

OCTOBER 6-8, 2010 – ORIENTATION, BOONE

NOVEMBER 3-5, 2010 – GOVERNMENT, RALEIGH

DECEMBER 8-10, 2010 - EDUCATION, GREENSBORO

FEBRUARY 2-4, 2011 - ENVIRONMENT, CHARLOTTE

MARCH 2-4, 2011 - ECONOMIC DEVELOPMENT, WILMINGTON

APRIL 6-8, 2011 - HEALTH & HUMAN SERVICES, ASHEVILLE

MAY 19, 2011 - GRADUATION, RALEIGH

**EXPECTATIONS OF VOLUNTEER:**

- Committee Chair is expected to fulfill all volunteer obligations and assignments to the best of his or her ability.
- Committee Chair will be mindful and respectful of LNC Staff time, obligations and resources.
- Committee Chair should remember that he or she is an ambassador for the organization, not only to external parties, but also to the Board, Alumni and Class Members.

**VOLUNTEER SHOULD EXPECT OF LNC STAFF:**

- LNC Staff will deliver and review a clear and concise position description with the volunteer upon volunteer's acceptance of assignment.
- LNC Staff will provide timely and informative communication concerning tasks, important dates and session materials.
- LNC Staff will include Committee Chair in all Committee and relevant Class communication.
- LNC Staff will be mindful and respectful of the volunteer's time, obligations and resources.