



VOLUNTEER POSITION DESCRIPTION: Planning Committee Member

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

DESCRIPTION OF RESPONSIBILITIES:

- Member and participant of respective Planning Committee.
- Attend the entire session responsible for planning.
- Assist Program Director and LNC Staff in executing a successful session.
- Attendance at May 13th Planning Session in Raleigh at the Crabtree Marriott from 9:30 – 2:30.
- Assist Program Director with speaker identification and communication, sponsorship and other various session related items.
- Attend all committee conference calls, reviewing call agenda prior to conference call.
- 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 communication to speakers.

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 Member is expected to fulfill all volunteer obligations and assignments to the best of his or her ability.
- Committee Member will be mindful and respectful of LNC Staff time, obligations and resources.
- Committee Member 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 Member in all Committee and relevant Class communication.
- LNC Staff will be mindful and respectful of the volunteer's time, obligations and resources.