

Standard Work: Wisconsin IAFN Board of Directors
Director-at-Large

<u>Responsibilities</u>	
1	<p>Work with the other Director-at-Large to Plan, Coordinate, Contact Speakers & Oversee Annual Education Conference</p> <ul style="list-style-type: none"> • <u>Year Prior to Conference</u> <ol style="list-style-type: none"> a) Contact prospective speakers for cost, availability, topic requests b) Consider possible grants to assist with cost of conference c) Formalize conference location & lodging for attendees • <u>Three Months before conference</u> <ol style="list-style-type: none"> a) Finalize conference speakers & send speaker contracts b) Request “bios” of speakers and request outlines of presentation content c) Review CEU/Continuing Ed Requirements & request appropriate information to complete application (due for submission 4-6 weeks prior to conference) • <u>One Month before conference</u> <ol style="list-style-type: none"> a) Finalize accommodations for conference speakers (coordinate with treasurer) b) Finalize/reserve accommodations for conference scholarship recipients (coordinate with treasurer) c) Finalize conference room needs: computer, projector, screen, microphone d) Finalize provided meals-select meal, get final count of attendees, note those needing gluten-free or vegetarian; Finalize beverage & food for breaks e) Review preparations for Silent Auction f) Request/receive presentation PowerPoints/handouts from speakers to prepare attendees folders/Disc g) Coordinate Speaker gratuities/gift h) Submit CEU/Continuing Education Application. After approval, print attendee sign-in sheets for each day of conference, print agenda for attendees, print conference certificate (CEU award-one for each day)

2	Prepare and submit Conference Application for Continuing Education Credits
3	Assist in planning educational topics for quarterly meetings
4	Attend Board of Directors Meetings and WI-IAFN Quarterly Meetings, in-person or conference call
5	Maintain active membership through the IAFN and the WI-IAFN

Reference Document: *IAFN WI Chapter Bylaws- 2016*