

ConQUEST organising committee

TO JOIN THE TEAM - NOMINATE FOR A POSITION

♥ CONQUEST COORDINATOR

♥ Responsibilities include :

Coordinate the organisation of ConQUEST;
Report to the Management Committee;
Delegate tasks to Subcommittee members;
Ensure records are kept of time lines, delegation of duties, document templates, discussions and decisions;
Liaise with the Treasurer to set budget and ticket pricing;
Develop program for approval by Management Committee by April's meeting;
Ensure timely advertising of the conference and program release.

♥ THINGS TO DO

- *Research needs*
- *Find presenters*
- *Invite suppliers*
- *Liaise with venue*
- *Organise meals*
- *Form a program*
- *Send invitations*
- *Celebrate goal*

♥ CONQUEST COMMITTEE

The ConQUEST committee assists the Coordinator in the organisation and delivery of the conference. Tasks identified by the coordinator will be prioritised and delegated to committee members for completion within clear timeframes and parameters. The committee meets via teleconference at least once a term.

COLLABORATE. THINK BIG. SHOW GRATITUDE. HAVE FUN