

EMWA Executive Committee (EC) Officer Job Description: CONFERENCE DIRECTOR

For details regarding eligibility, election, duration of office, meetings, benefits and advantages: See Policy Document: Executive Committee (EC) Roles and Responsibilities on the EMWA website or contact Head Office (HO) for the latest version.

Getting to know CD job

- Conference Director (CD) work closely with the newly-elected for at least 3 months after stepping down. Preferably, the previous Conference Director should be a member of the Conference Steering Committee for the following Spring Conference.

Overseeing and organisation of EMWA conference

Prior conference:

- Regular liaison with EMWA's HO) with respect to all aspects of planned biannual conferences.
- Collaborate with HO on preparation of the conference brochure, miniguide & non-EPDP program flyer and approve the final version prior printing/online publication.
- Forms Conference steering committee from EMWA volunteers and leads the committee.
- Leads preparation of Symposium (Spring conference).
- Collaborate with HO on formation of the social programme
- Liaise with HO about the content and format of the "delegate pack".
- Liaise with HO regarding conference registration.
- Prepare with HO the post-conference satisfaction survey design.

During conference:

- Attend the conferences and meet with HO staff before registration opens, check the conference facilities, answer HO questions.
- Liaise with the President, Honorary Secretary and HO with respect to the AM organization.
- Be available throughout the conference, liaise with HO to ensure good conference running.
- Gather verbal feedback from participants during the conference. Meet with HO staff at the end of the conference to discuss feedback.

After conference/at the EC meeting:

- Present post-conference satisfaction survey results to EC & work on further conference improvement.
- Search for suitable future conference venues (together with HO).
- Lead EC discussions on choice of future conference venues and non-EPDP/symposium themes (preferably 2 years ahead).
- Select potential conference venues/related social program and perform a site visit with a member of the HO conference team.
- Present to EC selection of the best venues and social events for next conferences.