**CGNA2019**

National Conference Committee

*Volunteer Responsibilities List*

* Sponsor, Exhibitor and Advertiser Liaison
	+ Follow up on missing info for program
	+ Communicate about and collect required artwork for program
	+ Communicate about shipping deadlines, exhibitor handbook
* Social Night Convener
	+ Source venue
	+ Organize entertainment
	+ Organize food and beverage
	+ Prepare break-even budget
	+ Prepare ticket price list
	+ Prepare promotional text
* Silent Auction Convener
	+ Prepare promotional text
	+ Monitor silent auction submissions (online forms)
	+ Follow-up with donors about shipping, etc.
	+ Organize silent auction on-site
* Volunteer Coordinator
	+ Prepare volunteer roles and numbers
	+ Recruit volunteers
	+ Organize and schedule volunteers
	+ Manage volunteers on-site
* Fundraising
	+ Identify potential local (and national, as applicable) donors
	+ Solicit donations from potential donors
* Logistics Coordinator
	+ Prepare budget for food and beverage
	+ Organize meeting spaces
	+ Organize food and beverage
* Program Committee
	+ Schedule abstracts
	+ Decisions re: presentation types
* Review Committee
	+ Recruit abstract reviewers
	+ Coordinate review process (through online abstract system)
	+ Ensure reviews are submitted on deadline

*Other roles to consider?*

* Program committee -- prepare introductory content for program?
* Registration committee -- name badges, etc.?