**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.?