# Western Region Leaders’ Forum 2018 Organizational Structure

**General Information**

The Steering Committee is comprised of the Conference Leader, State Office Leader, Chairs of each committee, and two annually rotating California State Ambassadors. The Tech Support Coordinator is an ad hoc member of the Steering Committee. Other conference committees are comprised of the Chair, Coordinators and members at large as described below.

Chair Term of Service: 3 years

Coordinator Term of Service: 3 years

Committee member term of service 1-3 years depending on committee need

Youth members must be 13 – 18 years old to apply.

**2015 Volunteer Application Timeline**

February 4: Release volunteer applications

March 4, 11:59 pm: Volunteer apps deadline

March 5: Review applications and appoint committee chairs

March 6: Notify committee chairs

March 9: Chairs deadline to accept position

April TBD: First face to face meeting in San Diego

# Conference Roles and Responsibilities

**Forum Leader, Paulette Sauln:**

* In partnership with the 4-H State Office WRLF Leader, responsible for oversight of all conference coordination, including volunteer supervision, coaching, support and development.
* Responsible for the management of all aspects and functions of the conference in accordance with 4-H Policies and business practices.
* Coordinates scheduling, planning, implementation and final evaluations and reports of the conference. Supervises, responds to and maintains contact with members of the steering committee and ensures that they complete tasks as assigned according to an established timeline.
* In partnership with the State Office WRLF Leader, selects volunteers to fill committee chair roles and approves coordinator and committee member selection by chairs. Replaces committee chairs when vacancies occur and recommends additions to committees as necessary.
* Chairs all meeting of the steering committee.

**4-H State Office WRLF Leader, Gemma Miner:**

* In partnership with the Forum Leader, responsible for oversight of all conference coordination.
* Responsible for managing risks, crises and emergencies. Develops and institutes an incident management plan and ensures that UC policies are followed.
* Liaison between Forum Leader and Committee Chairs and ANR Program Support Unit
* Recruits State and UCCE advisors and staff to serve as liaisons to committees.
* In partnership with Conference Chair, selects volunteers to fill committee chair roles and approves committee member selection by chairs. Replaces committee chairs when vacancies occur and recommends additions to committees as necessary.

**ANR Program Support Unit (PSU):**

* Coordinates all logistics of the conference. Seeks bids for location, lodging, meals and transportation. Prepares presentations to the Forum Leader and WRLF Leader for final site selection discussions. Coordinates all contractual agreements for all services related to the conference including lodging, meeting rooms, meals, transportation, activities, speakers, exhibit hall and all conference events. Coordinates communications for expenses for conference committee traveling to meetings or other business travel. Assist in financial management including budget creation, monitoring revenue/expense performance, and collection of registration and/or exhibit fees. Adapt to crisis situations, changing procedures, methods or processes.
* Arrange the availability of audio-visual equipment, transportation, displays, and other event needs. Coordinate services for events, such as accommodation and transportation for participants, facilities, catering, signage, displays, special needs requirements, printing and event security. Monitor event activities to ensure compliance with applicable regulations and laws, satisfaction of participants, and resolution of any problems that arise. Confer with staff at the event site to coordinate details.
* Prepares and manages conference website that includes pertinent information for conference participants including registration processes, things to do and see in the area, conference schedule, exhibits, speaker bios, etc.
* Coordinates and manages registration process and registration collateral including name badges, event and meal tickets, program booklet, t-shirts, business cards, etc.

**Education Chair**

* Supervises the work of the Education committee.
* The Speaker/Education Chair is the initial point of contact for all confirmed Conference speakers and presenters for plenary and breakout sessions. This individual plays a key role in ensuring that speakers have a positive experience. Manages the speaker check-in procedures and speaker room. The individual filling this role will be responsible for the coordination of a variety of speaker-related activities and responsibilities and requires a person who has a huge capacity for attention to detail and timeliness.
* Members needed: 6-10 (Committee decides additional coordinators as needed)
  + **Breakout Sessions Coordinator –** manages workshop call for proposals, coordinates meeting room assignments, A/V needs of presenters
  + **Plenary Sessions Coordinator(s) –** manages the needs of plenary session speakers before, during and after the conference as needed
  + **Stage Coordinator -** manages the stage and all of the activities of the plenary sessions

**Youth Track Co-chairs: (2 Youth and Adult)**

* Supervises the work of the Youth Track committee.
* Responsible for all activities for teens including education, recreation, service-learning opportunities, etc.
* Ensures all health and safety procedures for youth events.
* Responsible for providing age-appropriate activities for youth and adults.
* Members Needed: 4-10 (Committee decides coordinators as needed)

**Sponsorships Chair**

* Supervises the work of the Sponsorships committee.
* Develops sponsorship opportunities, scale and target goals.
* Promotes sponsorship from various corporations, private donors and businesses.
* Actively seeks sponsorships to meet target goals.
* Members needed: 4-6 (Committee decides coordinators as needed)

**Promotions Chair**

* Supervises the work of the Promotions committee.
* All marketing efforts including all media
* Advanced promo at prior WRLF events (Alaska, Alberta)
* Works closely with PSU on website content, updates and dissemination
* Members needed: 4-6 (Committee decides coordinators as needed)

**Recreation/Entertainment Chair**

* Supervises the work of the Recreation committee.
* The Recreation Chair is responsible for ensuring all conference participants receive daily physical, cultural and leisure activity.
* Recreation Chair works directly to provide conference participants both group and individual recreation activities according to participants’ needs, capabilities and interests as well as taking advantage of the specific opportunities of the venue.
* Coordinates with any performers necessary for recreation or entertainment events.
* Members needed: 4-10 (Committee decides coordinators as needed)
* Plans pre and post conference tours, activities and cultural opportunities within Southern California

**Exhibit Hall/Vendor Chair**

* Supervises the work of the exhibit and vendor hall committee.
* Coordinates all activities related to vendor recruiting, selection, communication.
* Manage exhibit hall at time of event.
* Work closely with ANR PSU for exhibit hall needs.
* Members needed: 4-6 (Committee decides coordinators as needed)

**Tech Support Coordinator** (ad hoc member of the Steering Committee)

* Supervises the work of the Technology Committee.
* Coordinates and manages all technology support needed for all conference events and activities.
* Works closely with PSU and the hotel to coordinate technology needs.
* Members needed: 4-6 (Committee decides coordinators as needed)

**Transportation Chair**

* Supervises the work of the Transportation committee.
* Responsible for coordinating all transportation related to off-site venues as part of the conference, as needed.
* The role includes directing all transportation activities, developing transportation relationships, and monitoring transport costs.
* Members needed: 4-6 (Committee decides coordinators as needed)

**Hospitality Chair**

* Supervises the work of the Hospitality committee.
* Coordinates the functions and activities of the Hospitality Room. Ensure room is opened early each morning and coffee/tea and food are ready. Ensure that guests are greeted throughout the day. Make sure hospitality area is adequately staffed and stocked with food and beverages. Ensure room is kept clean and restocked for next day. Purchase perishables as needed and consistent with budget.
* Coordinates other welcoming and hospitality activities of the conference as planned by the Steering Committee.
* Coordinates state hosts and flags.
* Members needed: 6-10 (Committee decides additional coordinators as needed)
  + **Speaker Gifts/Door Prizes Coordinator**
    - Selects, orders, and prepares gifts for speakers and ensures that each speaker receives a gift
    - Assembles door prizes and coordinates the door prize process in partnership with the Plenary Session Coordinator
  + **Cultural Environment Coordinator** 
    - Coordinates the work of the Cultural Environment sub-committee.
    - Center pieces, stage decorations, hallway signage, etc.
    - Coordinate with hotel to decorate meeting spaces
    - Members needed: 2-4
  + **Silent Auction Coordinator**
    - Coordinates the work of the Silent Auction sub-committee.
    - Coordinates the functions of the Silent Auction
    - Ensures there are items provided to be auctioned
    - Members needed: 2-4