



## **Conference Coordinator International Educators of Illinois**

**Term Length:** 2 years (alternating term with other conference coordinator; renewable up to 4 years total)

### **Qualifications:**

- Experience in event planning (professionally or personally) preferred
- Currently serving in a role related to International Education
- Support of employer to carry out responsibilities of position, including attendance at required meetings
- Demonstrated commitment to professional development through participation in conferences, workshops, or other volunteer activities

### **Appointment:**

- The Chair, Chair Elect, and Past Chair will review applications and make nomination recommendations to the IEI Leadership Team. The IEI Leadership Team will discuss the nominees and vote to determine the elected individual.
- If the individual is unable to perform the required duties, the IEI Leadership Team may ask a member to step down from his/her position.

### **Position Responsibilities:**

Working closely with the other Conference Coordinator:

- Plan and execute the annual IEI Annual Conference
- Coordinate logistical arrangements for the IEI Annual Conference with the host site, such as room reservations, room set-up, meals and refreshments
- Collaborate with the IEI Leadership team to solicit proposals for IEI Annual Conference workshops and sessions; work with the IEI team to select presenters for the IEI Annual Conference and arrange the schedule
- Oversee the IEI Annual Conference registration and payment process in collaboration with the IEI Treasurer
- Work closely with the Treasurer to ensure timely receipt of payments and to manage refunds
- Update the IEI Annual Conference registration information and promotional materials
- Work closely with the Communications Coordinator to communicate IEI Annual Conference information to constituents via IEI newsletter, website, social media, and more

### **Shared Leadership Responsibilities:**

- Serve as a Mentor for the Mentorship Program as needed
- Identify potential members and encourage membership in IEI
- Assist in preparations and planning for the IEI Annual Conference, including contributing as part of a planning committee with other IEI Leadership Team members
- Assist Chair and other IEI Leadership Team members as needed
- Attend and participate in IEI meetings and conferences including the IEI Leadership Team retreat, regular check-ins with Chairstream, and pre-conference retreat
- Assist the team in planning for events