



Volunteer Position Descriptions

Badge Checkers

-posted at the main entrances of both venues;

Badge checkers ensure that all entering attendees have the proper badge credentials to enter the conference. This is not an enforcer position, badge checkers will respectfully ask anyone without a badge or one that is not displayed to let them see their badge to verify their right to enter the venue. Badge checkers will refer anyone without proper credentials to return to the registration desk.

Greeters

-posted at internal entrances;

Greeters will acknowledge attendees as they enter and probably have conference programs to hand to attendees as they enter. Greeters will be available to answer attendee questions about exits, bathrooms and any other locations inside the venue.

Ushers

-posted at various locations inside the conference venue;

Ushers assist with seating especially if the venue is getting full. Ushers will also be available to answer attendee questions about exits, bathrooms and any other locations inside the venue. Ushers will have programs and other literature as needed. If there are reserved seats for speakers or organizers, ushers will ensure that these seats remain reserved.

Card Takers

-posted at various locations inside the conference venue;

If the steering committee decides to use cards instead of a microphone to take questions we will need volunteers for this position. Card takers will be available after those speakers and panels who will take questions. They will have blank cards and will take cards from attendees and give them to the speaker, moderator or other organizer coordinating the Q and A.

Runner

-posted at registration desk during registration and afterward will be readily available to either Volunteer coordination team leader

Runners will be on-call for any last minute needs be they food, supplies, copies, etc. Runners will fulfill these needs as needed.

Copiers

-pre-conference activity and posted at registration desk

Copiers will prepare copies for the days of the conference. Copies will be for press kits, flyers, programs, and any other literature needed for the conference.

Flyer-ers

-pre-conference activity;

Flyering involves handing out or posting conference flyers at strategic locations around the city and region, especially around college and university campuses as well as public libraries. Flyers can also be distributed at community centers and bulletin boards.