**Interim Conference Coordinators Needed**

  Give a special gift to MOMCC this holiday season – *yourself!* MOMCC provides magazines, conferences, workshops, and a professional exchange of ideas. The board is looking for an interim conference coordinator and conference team  to help plan 2023 gatherings. It’s time to give back – we want you!

   Planning MOMCC conferences and workshops is a rewarding, collaborative experience. Currently, we’re looking for one coordinator to fill an interim term through 2023, another conference coordinator, plus several team members. Please consider joining our team as our organization moves into an exciting New Year, and beyond.

**Position Responsibilities**

1. Serve as liaisons between conference chairs and the Board.
2. Represent the Board’s interests in discussions and decisions with conference chairs.
3. Act in an advisory manner, assisting conference chairs in organizing the conferences. In essence, conference

coordinators serve as Board representatives throughout the planning process.

1. Every four years, coordinators present to the Board conference guidelines for review. An active review process is

conducted annually.

1. Perform other duties as assigned by the Board.

**Planning includes:**

* Searching for and proposing future host sites
* Contacting and procuring future conference chairs
* Working with conference chairs on a regular basis, providing assistance to ensure high quality conferences
* Distributing a Call for Papers and conference press releases
* Overseeing progress and final reports to the Board
* Organizing Board members’ duties at conferences, including session hosts, registration table, and other activities

requested by local organizers.

* Facilitate the process of session evaluations and conference surveys
* Writing thank you notes to speakers, including evaluation feedback.