

Director, Division of Conference & Meetings

Revised July 2016



Responsibilities

The Director of the Division of Conference and Meetings has four key areas of responsibility:

- education
- annual and regional conferences
- international meetings and conferences
- merchandising

The Director is responsible to maintain MANA's strong voice of expertise regarding the Midwives Model of Care and normal physiologic birth and to create opportunities for professional growth and networking through the annual Conference.

The Director will:

- be a current voting member of MANA
- attend all board meetings and as many phone calls as possible
- promote educational opportunities
- oversee annual and regional conferences and liaison with Conference Coordinator and all conference committees
- coordinate MANA's attendance at and participation in local, national, and international meetings and conferences
- increase MANA's merchandising selling capabilities through events
- assemble a diverse and highly competent Program Committee along with the Program Chair
- with board input, appoint a Program Chair
- work closely with the treasurer to determine conference budget(s)
- ensure that communications regarding the conference are being adequately disseminated and overseen
- maintain a conference handbook that is accessible and updated with current conference policies
- be the board liaison between MANA conference volunteers and staff and local committee conference volunteers and staff
- ensure the technology capability of the conference is using updated and progressive registration

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- and applications to ensure ease of attendance at national and regional conferences
- oversee the following committees:
 - o Conference Committee (and all Committees related to Conference)
 - o Merchandise Committee with Director of Organizational Development
 - o Ad hoc Committees as needed

Preferred Skill Set

Previous nonprofit board experience or volunteer experience for an organization with similar goals as MANA is preferred, but not required. Persons seeking this position will actively pursue, appreciate and mentor the broadest cultural and geographic diversity to the Board, and have knowledge of and commitment to cultural safety and competency. Additional preferred skills: experience organizing midwifery conferences, basic technology competency, strong organizational skills, people skills, patience, multi-tasking, planning and follow through capabilities

Commitment

The position requires approximately fifteen hours per week with more during the months leading up to the annual conference or when involved in additional projects.