



Elected Positions

Duties of President

- Facilitate all board meetings and conference calls.
- Serve as MidAIR liaison to AIR.
- Communicate AIR news to MidAIR members.
- Confirm date/time for MidAIR meeting at AIR Forum.
- Contact potential plenary speakers with the assistance of the program chair.
- Work with webmaster to keep conference information updated on website - including hotel information, call for proposals, preliminary program, speakers, PDOs, etc.
- Send out periodic conference updates to the MidAIR listserv or other lists of people to invite.
- Compile list of people to invite to conference - use past conference attendance list, MidAIR member list, list of AIR members within region, develop new lists.
- Send out "save the date" postcards, email, etc.
- Send conference announcements to other regional/affiliated groups.
- Lead annual business meeting.
- Give welcome address and provide leadership as needed throughout the conference proceedings.
- Notify AIR of best paper winner for automatic slot at AIR Forum.

Duties of Program Chair

- Work with the Board of Directors to determine the conference theme and identify potential Professional Development Opportunities (PDOs) and plenary and keynote speakers.
- Solicit proposals from members and work with the Board of Directors to review the proposals and confirm them for presentation.
- Work with the Local Arrangements Chair to schedule the PDOs and presentations.
- Develop conference schedule including time slots for group social event(s), presentations, speakers, pre-conference workshops, and meals.
- Develop mixer activities to encourage group involvement at social event(s).
- Review the conference and session evaluation forms with Board of Directors, make any necessary changes, and reproduce for conference.
- Ensure evaluation forms are adequately distributed at the conference, collected at session/conference end, and tabulated afterward.
- Design and write brochures and emails to promote the conference and to encourage members to participate.
- Develop conference program to include conference information.
- Work with graphic designer and printer as necessary to produce any printed material.
- Solicit prizes and giveaways for drawings throughout the conference.
- Solicit volunteers to staff the registration table and to facilitate conference sessions
- Communicate with presenters regarding travel arrangements and special requests pertaining to equipment and scheduling.
- Work with Treasurer and PDO presenters and speakers to reimburse any travel expenses and award honorariums.



Duties of Local Arrangements Chair

- Identify conference location.
- Work with conference hotel personnel to determine space availability.
- Negotiate hotel package.
- Select conference menu (breakfast, lunch, dinner).
- Coordinate conference room setup to meet needs of presenters, exhibitors and registrants.
- Coordinate registration process with hotel personnel.
- Ensure that AV and technology needs of presenters are met.
- Solicit local materials for registrants' conference packets (area brochures, maps, entertainment).
- Solicit door prizes from area restaurants and entertainment facilities.
- Assist Program Chair with scheduling of program and PDO presentations.
- Communicate hotel information for brochures.

Duties of the Secretary

- Attend and record minutes during MidAIR Board meetings and phone conferences.
- Transfer recorded minutes into an organized format using word processing software, and subsequently distribute to the other Board members.
- Assist with various endeavors related to MidAIR conference planning, as well as the conference itself.

Duties of External Relations Coordinator

- Develop list of potential conference sponsors and invite them to participate in the annual conference.
- Organize tiered sponsorship system and coordinate which companies fall under each tier.
- Serve as liaison to conference sponsors.
- Send conference details to exhibitors.
- Gather materials from exhibitors to include in attendee packets.
- Send list of conference registrants to conference sponsors.
- Send out request for Board officer nominations to the MidAIR listserv.
- Send out request for nominations for Julia Duckwall Award.



Ex-Officio Positions

Duties of the Treasurer

- Collect annual conference registration and membership dues.
- Maintain the MidAIR membership listing/directory.
- Initiate payment of duly authorized expenses.
- Prepare financial reports including the annual report due to the State of Kansas.
- Prepare necessary documentation to obtain/maintain tax exempt status.

Duties of the Electronic Services Coordinator

- Maintain the MidAIR website.
- Communicate with AIR (where our website and online systems are housed).
- Coordinate the online proposal and registration processes.