



### **2020 OΔK National Leadership Conference Planning Team (CPT) Leader 2020**

The 2020 Conference Planning Team Leader directs the planning and execution of the OΔK National Leadership Conference. Volunteers in this role practice strong communication, strategic program development, and collaboration skills to provide meaningful experiences and professional development opportunities at OΔK's largest annual event.

The CPT Leader serves a two and one-half year term\*.

- January 2019 – June 2019: CPT Leader-Elect
- June 2019 – June 2020: CPT Leader
- June 2020 – June 2020: Past CPT Leader

*\*Terms may vary slightly depending on when the conference occurs each year.*

During the assigned conference year, the CPT Leader leads the Conference Planning Team, serves as an ex-officio member of the Board of Trustees, and works closely with national headquarters staff.

### **The general duties of the Conference Planning Team Leader are:**

- Recruiting and selecting a diverse committee of volunteers to assist in the development of the National Leadership Conference.
- Leading the committee in the execution of the plans for the conference.
- Developing and implementing the overall direction of the conference educational program, including the selection of keynote speakers, sessions, presenters, and other conference enhancement.
- Reviewing past conference programs and program budgets as a basis for development of the 2020 conference program and budget.

- Collaborating with national headquarters staff to develop the conference budget, planning timeline, event schedule, promotional plan, and overall conference management.
- Consulting and cooperating with the Host Institution Team, national headquarters staff members, affinity partners, circles, or Conference Planning Team to develop preconference education, tours, local arrangements, etc.
- Preparing the regular communications to the Board of Trustees and national committees concerning the development of the conference program.
- Maintaining effective communication regarding sponsorship and other opportunities for affinity partners to ensure that educational offerings integrate affinity partners.
- Advancing the vision of OΔK related to diversity and inclusion.
- Leading the assessment of conference, potential post-conference proceedings, and other conference reports to the membership and leadership of the OΔK.
- Attending scheduled OΔK national meetings as required including, but not limited to: the OΔK Conclave, March 29-30, 2019; the 2020 CPT Host Site meeting in fall 2019; the National Leadership Conference in 2020; national governance meetings to be determined; and, as many of the 2021 CPT meetings as possible including the 2021 NLC.

The CPT Leader is responsible for scheduling and hosting regular communication and meetings with the Conference Planning Team and national headquarters staff including, but not limited to: regular conference calls/online meetings and one in-person meeting at the national headquarters and one in-person team meeting at the host location in 2019 and 2020 respectively.)

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### **Qualifications**

During the time of appointment, individuals must have: full-time employment at a higher education institution; work at an institution with an active OΔK circle; a signed institutional support form; and a commitment to fulfilling the duties of the position for the length of the term. Applicants must also demonstrate an understanding the OΔK vision, as well as the knowledge and skills necessary to fulfill the responsibilities of the position.

### **Time Commitment**

The Conference Planning Team general volunteer positions require a commitment of 17 months (Feb. 2019 – June 2020). During the course of the term, volunteers should anticipate at least four hours of conference call and project work per month, in addition to attending in-person planning meetings.

The CPT Leader positions requires a commitment of 30 months (Jan. 2019 – June 2021). During the course of the term, the CPT Leader should anticipate at least eight hours of conference call and project work per month, in addition to attending in-person planning meetings.

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### **Compensation**

The 2020 CPT Leader is a volunteer position and is not directly compensated. Expenses for travel to on-site and in-person meetings will be covered by OΔK for meetings and events that require attendance. The CPT Leader is expected to register and pay for his/her registration at the 2019 Conclave and the 2021 NLC when serving as CPT Leader-Elect and Past CLT Leader, respectively. Registration, lodging, and travel will be covered for the 2020 conference.

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### **To Apply**

Please complete the NLC-PTL form available on the OΔK web site. Applications for this opportunity will be due in December 15, 2018. A screening committee made up of the national headquarters staff and related volunteers will review applications, interview qualified candidates via Zoom video conferencing, and make a selection recommendation.