



2021 OΔK National Leadership Conference Planning Team (CPT) Leader

The 2021 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 three-year term*.

- June 2019 – June 2020: CPT Leader-Elect
- June 2020 – June 2021: CPT Leader
- June 2021 – June 2022: Past CPT Leader

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

During the CPT Leader year, 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 to produce the National Leadership Conference.

The general duties of the CPT Leader are:

- Recruiting and selecting a diverse committee 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 enhancements.
- Reviewing past conference programs and program budgets as a basis for development of the 2021 conference program and budget.

- Partnering 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 OΔK's governing board and national committees concerning the development of the conference program.
- Maintaining effective communication regarding sponsorship and other opportunities for affinity partners to ensure that sponsors are integrated into the educational offerings of the national conference.
- 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 2020 CPT Host Site meeting in fall 2019 and fall 2020; the National Leadership Conference in 2020, 2021, and 2022; national governing meetings to be determined; and, as many of the 2022 CPT meetings as possible including the 2022 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 2020 and 2021 respectively.)

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 2021 CPT Leader position requires a commitment of three years months (June 2019 – June 2022). 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.

The 2021 Conference Planning Team general volunteer positions require a commitment of 18 months (Feb. 2020 – June 2021). 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.

Compensation

The 2021 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 NLC for the 2020 and 2022 conferences when serving as CPT Leader elect and Past CLT Leader, respectively. Registration, lodging, and travel will be covered for the 2021 conference.

To Apply

Applications for the 2021 CPT Leader will be available in January 2019 and due March 1, 2019. A screening committee made up of the national headquarters staff and related volunteers will review applications, interview qualified candidates, and make a selection recommendation.