

CIAO Conference Event Planner Job Description

Reports to: President & 1st Vice President

The CIAO Chair shall oversee all Combined Italian American Outreach Conference responsibilities including, but not limited to:

- A. All duties and responsibilities as listed in the most current Bylaws.
- B. Plan, organize and supervise the CIAO conference in the spring
- C. Present proposed agenda and speaker list NLT that Nov 1
- D. Present proposed budget to board NLT Aug 1
- E. Work with Volunteer Coordinator and Executive Board to recruit a committee to help plan CIAO
 - a. Speakers
 - b. Vendors
 - c. Decorations
 - d. Hospitality
 - e. Prizes
 - f. Venue
 - g. Registration
 - h. Transportation
- F. Confirm venue and date NLT Oct 1
- G. Contact and coordinate all resources and logistics for the event
- H. Oversee collection and deposit of registration monies with the VCC Treasurer.
- I. Submit invoices and coordinate to pay invoices with Treasurer.
- J. Work with Publicity, Social Media, Graphic Design and Webmaster to develop and plan
 - a. Overall marketing campaign for the conference
 - b. Conference materials