



QUEENSLAND INFORMATION CENTRES ASSOCIATION (QICA) MANAGEMENT COMMITTEE MEMBER POSITION DESCRIPTION

Position Title: Conference Coordinator (rep.from host VIC)

Updated: August 2021

Objective of Position:

(The purpose(s) of the job)

To facilitate and coordinate all logistics for the Annual Conference.

Key Responsibilities and Duties

(The duties or tasks performed to achieve the position objectives)

1. In conjunction with the QICA Executive, determine dates of conference by first teleconference.
2. Prepare and maintain a conference budget.
3. Source speakers (with assistance from Executive as required) for the conference, bearing in mind survey results of the previous conference.
4. Source all logistics suppliers for conference and Gala dinner.
5. Prepare a draft program for approval by the Executive.
6. At each teleconference report on progress.
7. Ensure all details are confirmed to enable registration form to go live on the QICA website.
8. In consultation with the President, arrange and confirm all logistics for the Awards Night Gala dinner.
9. Prepare a post conference report for the presentation to a Committee meeting.
10. Attend QICA Management Committee meetings; contribute to discussion, decision making process and projects