



LOUISIANA MUSIC EDUCATORS ASSOCIATION

APPLICATION FOR CONFERENCE CHAIR POSITION

Application Process opens on March 25, 2023

Application location: <https://www.lmeamusic.org/application-for-conference-chair/>

Deadline for Application is April 22, 2023

Interviews will be conducted in early May.

A final decision will be made at the Board Meeting on May 13, 2023.

LMEA CONFERENCE CHAIR JOB DESCRIPTION

OVERVIEW OF RESPONSIBILITIES

Work with LMEA Board:

- Attend all LMEA Board and Conference Planning meetings.
- Work collaboratively with the Executive Director regarding needs for conference, financial obligations, and to review any contract related to the conference before presenting them to the Board (contracts must first be presented to the finance committee).
- Work collaboratively with all Division Chairs to ensure the needs of the LMEA membership are addressed for a comprehensive and successful conference.
- Work collaboratively with the Public Relations Chair with regards to available exhibit space, logistical issues, expenses, set up, and exhibits schedule.
- Work with Executive Director:
 - to arrange for photos of the presenters at each session, candid conference pictures of attendees, rehearsals, awards presentation, and the All-State Conference concerts.
 - Prepare and disseminate the call for proposals
 - Make sure each conference session has a President.
- Oversee updates to handbook and forms (All-State, Conference, Assessment, etc.)
- Assist in answering any legal questions that might arise.

Conference proposal, presenters, and scheduling of all activities/events:

- Work with the Executive Director, Editor, Webmaster, and Conference Program Chair to determine timelines and deadlines for publicity, conference proposals, spatial accommodations, session presenter' needs and registration, programs, etc.
- Create a master schedule to allocate available rooms/halls for sessions, meetings, banquets, rehearsals and concerts.
- Secure the needs of each presenter regarding room arrangement and collaborate with President Elect for equipment to be used.
- Ensure that the editor and webmaster have updated information about presenters, including bios and pictures.
- Ensure that the Webmaster has accurate information for the preparation of the Conference/All State Program by the deadline.
- Provide the Registration Chair with a final list of all presenters, including a designation of any under contract with LMEA.
- Be always present at the conference site throughout the conference.

Salary:

- Salary is to be determined (currently \$3000 per year)