



# KEEP AMERICA BEAUTIFUL

## **NATIONAL CONFERENCE ASSISTANCE COMMITTEE JOB DESCRIPTION**

The purpose of the Keep America Beautiful® National Conference Assistance Committee (NCAC) is to provide input to the Keep America Beautiful National Office and aid in the planning, support and implementation of the National Conference for the benefit of all affiliates.

Committee members are typically associated with the state where Keep America Beautiful hosts the National Conference, but any affiliate is welcome. Members may be asked to aid in logistical tasks and act as hosts for registrants, attendees, speakers and guests.

Committee members also might be asked to recommend potential themes, provide on-site support of the National Awards Ceremony, or suggest venues and pursue speakers, entertainment, extracurricular activities (e.g., tours, receptions and offsite activities), and other conference-related activities.

Keep America Beautiful encourages Committee members' recommendations, but the National Office staff will remain the final arbiters of the conference agenda.

### **PLANNING RESPONSIBILITIES**

- The Committee will meet a minimum of four to six times in the year prior via conference call.
- The Committee may aid Keep America Beautiful in determining the objectives and themes of the conference, advise on event topics, as well as aid in developing and formalizing conference sessions.
- The Committee may be asked to assist in the selection or solicitation of speakers.
- Members must express opinions clearly and allow others to express theirs.
- Members will be asked to volunteer to complete specific tasks to share the workload.
- Members must serve on a subcommittee dedicated to the National Conference, which may include, but is not limited to:
  - Environmental/Hotel Logistics: Work with Keep America Beautiful and the hotel to further the objective of a more environmentally sustainable conference, meeting location and logistics.
  - Awards: Support Keep America Beautiful to create awards programs or presentations for the President's Circle Awards and National Awards, including programming, logistics/seating, and other duties to make the presentation "award-winning."
  - Session Management: Act as host or moderators during the conference for the on-site administration of no more than two sessions (e.g. introducing speakers, coordinating AV, selecting names for door prizes, etc.); members may also be asked to complete session write-ups that will be posted on the Keep America Beautiful online forums for those not able to attend.

- Exhibitors: Support Keep America Beautiful on improving exhibitor solicitation, logistics, room layout and overall communication with exhibitors. This committee will also be responsible for on-site hospitality of exhibitors to ensure their experience is valuable.
- Hospitality/Meals/Entertainment/Door Prizes/Tours: This is a committee to help with other duties not conference-session related but designed to help Keep America Beautiful better engage our participants outside of the conference sessions.

## **ON-SITE RESPONSIBILITIES**

- The Committee may be asked to help coordinate service on site for events, such as on-site transportation for participants to conference-related venues, assistance with signage, displays, special needs requirements, and overall event sessions.
- The Committee may be asked to aid with the registration of event participants on site.
- The Committee will serve as “hosts” and/or “moderators” and will be responsible for the on-site administration of no more than two sessions (e.g., introducing speakers, coordinating AV, etc.).
- Members must have the ability to actively participate in the logistical and operational tasks of the actual Event, as well as pre- and post-event activities as needed.

## **COMMITTEE PRE-REQUISITES**

- Keep America Beautiful affiliates who wish to serve as a Committee member must be in Good Standing for the last two (2) consecutive years.
- Members must have attended at least two (2) Keep America Beautiful conferences in the last five years. Special consideration will be made for those who’ve participated in state-led conferences as well.
- Members must have knowledge of Keep America Beautiful’s mission and the principles of the organization.
- Keep America Beautiful affiliates who wish to serve as members should currently serve in a professional leadership or supervisory role at the affiliate. Members will be considered if they are not an affiliate director, but they must either be on the board of the local affiliate or act as coordinator, program manager, or appropriate staff member.
- Members will be selected at the discretion of the Keep America Beautiful national staff.
- Members should be familiar with Keep America Beautiful’s National Awards program, Good Standing requirements, as well as Keep America Beautiful programs, including the Great American Cleanup®, America Recycles Day®, Cigarette Litter Prevention Program®; Waste in Place®; and grant programs.

## **TERM of SERVICE**

- Appointment: A minimum of a six- to eight-month term leading up to the National Conference; terms may be extended at the discretion of Keep America Beautiful.
- Nomination Process: Self-nomination via the submission of a letter or email of interest or recommendation by a participating NCAC member or state leader. Members may also be invited at the discretion of Keep America Beautiful National Office staff.

## **NOMINATIONS**

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