

## **SUNYLA Conference – Areas of Responsibility:**

(recommend a minimum of one person for each area)

**Membership Social** (Wed. night / Membership Committee usually handles this)

### **Local:**

- Campus Tours
- Diversions (Activities, Outings, etc.)
- Lodging
- Meals
- Raffle Coordinator
- Raffle Prizes (local vendor donations)
- Registration Data (receiving, compiling, etc.)
- Registration Desk (at the conference)
- Registration Processing
- Treasurer (accounts receiveable and payable)

### **Either Local or Remote:**

- Blog Coordinator
- Conference Program
- Conference Theme & Logo Coordinator
- Conference Web Site
- Dan Kissane Scholarship Chair
- Friend of SUNYLA Award
- Keynote
- Library School Liaison
- Moderator Coordinator  
(suggest moderators be mandatory – includes session evaluation forms)
- Poster Sessions
- Pre-Conference Workshops
- Sessions/Presentations
- Sylvia Chu Scholarship Chair
- Vendors - Exhibiting

### **Misc:**

- SUNYLA pays for Thursday's luncheon
- Usually at Thursday's luncheon:
  - Annual General Session Meeting (mandated by by-laws)
  - Awards announcements (including scholarships)
  - Raffle