**KACE President-Elect**

**Duties/Responsibilities**

* Select and chair the Annual Conference Committee
* Gather names of conference committee members from sign-up (at conference) and set initial meeting
* Divide group into teams such as:
  + Conference schedule/speakers
  + Facility/Catering
  + Registration/Website/Marketing
  + Entertainment/Transportation/Tours
  + Registration Table/Decorations/Bags
  + Gifts/Sponsorships
  + Program Printing and Design
* Ensure each team has a lead/point person
* Lead the Conference Schedule/Speakers team
* Schedule 3-4 conference planning meetings (find free space, parking, and typically an on-your-own lunch spot before the meeting)
  + Create agendas and minutes for each meeting
* Communicate between the various teams and make timely decisions
* Develop and oversee conference budget
* Problem-solve during the conference
* Attend KACE Board Meetings
* Plan agenda for Board Meeting during the conference (in which you become President)

**Qualifications**

* Organization/ time management
* Ability to motivate a group of volunteers during busy times
* Communication (timely communication via email required)
* Leadership
* Some budget experience helpful (not required)
* Ability to think on your feet and make decisions as needed