Special Projects/Summer Drive-In Co-Chair

**Duties/Responsibilities**

Employer Relations Chair (renews even years) and College Relations Chair (renews odd years). Primary duties are to reach out to respective populations (employers/colleges) to promote KACE events/membership and coordinate planning for the annual Summer Drive-In conference.

* Gather names of Summer Drive-In committee members from sign-up (at conference) and set initial meeting asap after the annual conference to begin planning.
* Divide group into teams such as:
	+ Site selection
	+ Drive-In schedule/speakers
	+ Facility/Catering
	+ Registration/Website/Marketing
	+ Registration Table/Decorations
	+ Program Printing and Design
* Schedule 3-4 conference planning meetings in-person or virtual (find free space, parking, and typically an on-your-own lunch spot before the meeting)
* Communicate between the various teams and make timely decisions
* Develop and oversee Drive-In budget
* Problem-solve during the day of the Drive-In event
* Attend KACE Board Meetings
* Report about Drive-In during annual business meeting