

## **SUMMER WORKSHOP COORDINATOR**

The Summer Workshop Coordinator is appointed by the President approximately 18 months prior to the Workshop. The Coordinator becomes a member of the Assembly for the year in which the Workshop is held. The Coordinator should consult with the President and President-Elect about time schedule, special events, and conference costs before making final commitments. A copy of the Summer Workshop Handbook should be obtained from the Summer Workshop Advisory Committee. That committee also acts as a resource for any questions that may arise.

### ***Prior to Becoming a Member of the Assembly***

1. Consult with the previous Coordinator.
2. Read the Summer Workshop Handbook.
3. Attend the Summer Workshop prior to the year in which you are Coordinator.
4. Select committee chair-people.
5. Set tentative outline of events/meetings leading up to the Workshop.

### ***As a Member of the Assembly***

1. Prepare preliminary and final reports for the Executive Board and Assembly meetings.
2. Finalize negotiations for special functions, special arrangements, room rates, and food costs, etc.
3. Prepare flyers to distribute.
4. Include Workshop information in the spring flyer mailed by the Annual Meeting Coordinator.
5. Consult with the Treasurer for insights to record keeping and direct deposits.
6. Consult with the Data Manager for insights to processing member and non-member information.
7. Consult with the President to schedule events for the Workshop Banquet.

*Note:* Consult the Workshop Handbook for more specific information.