

UMACRAO

UPPER MIDWEST ASSOCIATION OF COLLEGIATE REGISTRARS AND ADMISSIONS OFFICERS

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| Position Title | Local Arrangements Chair (LAC) |
| Term Length | 1 Year |
| Reports To | President Elect |
| Revision Date | October 2023 |

Position Summary

The Local Arrangements Chair manages local details, coordinates with hotels and local businesses, and coordinates logistics with other committees. Key skills include attention to detail and adaptability. This position involves an average time commitment of 2-3 hours per week, with higher time commitments in September and October.

Essential Functions

- **Facilities Management:** Oversee arrangements for meeting rooms, exhibition halls, catering services, and other facilities required for the conference.
- **Reservation Management:** Assist attendees in making hotel reservations, provide information about accommodations, and address any issues related to lodging.
- **Local Transportation:** Provide information about local public transportation options, taxi services, and parking facilities for attendees.
- **Local Attractions and Activities:** Provide resources containing cultural activities, and excursions for attendees interested in exploring the host city.
- **Special Events and Receptions:**
 - **Welcome Reception:** Plan and host a welcome reception or opening ceremony to kick off the conference, allowing attendees to network and socialize.
 - **Banquets and Evening Event:** Organize banquets and evening event, as part of the conference program.
 - Responsible for menu selection
- **Accessibility and Inclusivity:**
 - **Accessibility:** Ensure that the conference venue and associated facilities are accessible to attendees with disabilities, providing necessary accommodations.
 - **Inclusivity:** Promote a diverse and inclusive atmosphere, accommodating attendees from different backgrounds and cultures.
- **Budget Oversight:** Manage the budget allocated for local arrangements, ensuring cost-effective solutions while maintaining high-quality services
- **Safety and Security:**
 - **Emergency Preparedness:** Develop and communicate emergency procedures to attendees and staff, including evacuation plans and contact information.
 - **Security Measures:** Work with venue security personnel to implement appropriate security measures to ensure the safety of attendees.

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- **Manage Signage and Name Tags**

- Order and pick-up signage for session breakouts, vendors, sponsored breaks, and banquet
- Print name tags to provide at check-in.

Annual Conference

- Attends Annual Meeting (2-3 day commitment).
- **On-Site Support**
 - **Information Desk/Check-in table:** Set up an information desk at the conference venue to assist attendees with check-in, inquiries, provide maps, and distribute conference materials.
 - **Problem Resolution:** Address any on-site issues or concerns promptly, ensuring attendees have a positive experience.
- **Manage Supplies**
 - Transport supplies to conference
 - Track inventory of needed supplies (conference lanyards, meal cards, name tags, etc).
 - Give supplies to next Local Arrangements Chair.

Required Qualifications

- **Detail-Oriented:** Ability to manage multiple details simultaneously, ensuring nothing is overlooked in the arrangements process.
- **Time Management:** Strong time management skills to meet deadlines and coordinate various aspects of the conference effectively.
- **Communication:** Excellent communication skills to liaise with hotels, vendors, sponsors, and attendees, conveying information clearly and professionally.
- **Customer Service:** A customer-centric approach to assist attendees, exhibitors, sponsors, and volunteers promptly and efficiently.
- **Venue Management:** Experience in understanding facility requirements, and managing the layout and setup for conferences and events.
- **Accommodation Coordination:** Familiarity with hotel and lodging arrangements, and managing attendee reservations.
- **Quick Thinking:** Ability to think on your feet and solve problems swiftly, especially during on-site event management when unexpected issues may arise.
- **Team Management:** Experience in leading a team of volunteers responsible for various aspects of local arrangements.
- **Financial Acumen:** Proficiency in budget management, including creating budgets, tracking expenses, and finding cost-effective solutions without compromising quality.
- **Adaptability:** The capacity to adapt to changing circumstances, last-minute changes, and unforeseen challenges, ensuring the event continues smoothly.
- **Flexibility:** Willingness to accommodate diverse attendee needs and preferences, promoting an inclusive atmosphere.
- **Cultural Awareness:** Sensitivity to cultural differences and the ability to ensure that arrangements are inclusive and respectful of diverse cultures and backgrounds.

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- **Event Management Software:** Familiarity with event management software and tools for attendee registration, communication, and on-site management.