

NAGAP Volunteer Opportunity Details

Committee: Conference Planning Committee

Sign-up Close Date: March 6, 2017

Contact: Gregg Henderschiedt, University of Florida (2018 Conference Chair) – ghenderschiedt@ufl.edu

Appointment Term: 2 Year Commitment

Travel Required: three times a year, 2 planning meetings and in conjunction with the annual conference.

Description: The Conference Planning Committee acts to bring members and all interested individuals together for an annual conference, during which new ideas and innovations in the practice and process of graduate enrollment management are exchanged. Emphasis is also placed on the role of professional development in the careers of graduate enrollment management personnel. Committee members are responsible for the planning and execution of the annual event. The committee is limited to four members because of the travel requirement.

Volunteer Categories:

Member(s) selected will be assigned based on committee needs and prior experience

- Education Programing Chair (not open at this time)
- Marketing/Commutations
- Community/Special Projects

Time Commitment:

In addition to the travel time required (see above), the members of this committee meet monthly via conference call. Each member is also responsible for completing assigned tasks by specific deadlines. On average, we estimate that each committee member is volunteering from 5 to 8 hours per month, plus travel time.

Additional Information or Requirements: The committee seeks an individual who can work independently and as part of a team. Organizational and time management skills are essential. A good sense of humor is a major plus!

Number of openings anticipated: seeking 1 committee member