

## **Wellness Symposium Chair or Co-Chairs**

**(can appoint up to two (2) co-chairs)**

**TERM:** One (1) year; appointed by the Director of Continuing Education and approved by the Executive Board.

**EXPERIENCE:** Must have the ability to reach out to other community, health and wellness organizations, must be process and detail oriented and able to follow-up with these organizations.

**COMMITTEE:** A part of the Wellness Symposium Committee (Board Member Responsible for Committee: Director of Continuing Education)

### **DUTIES:**

#### ***Throughout the Year***

- Organize volunteers to make up the planning committee. Delegate tasks as needed.
- Plan Annual Wellness Symposium to provide networking and continuing education opportunities for the organization and its members.
- Communicate to the Executive Board regarding the planning process and get approval on the topics, speakers, and budget.
- Convene at least one meeting per month with Wellness Symposium Committee until the event has occurred.
- Prepare a report for the Executive Board on potential improvements to planning the Wellness Symposium before end of fiscal year or prior to the incoming/outgoing Board meeting.