

2008 Northeast Regional Leader Forum

Committee Responsibilities

| Steering Committee | Program Coordinator |
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| <ol style="list-style-type: none"> 1. Find some youth to serve on Steering Committee 2. Select Chairperson, Vice-Chair and Secretary 3. Fundraising 4. Marketing (provide newsletter articles to other states – all committees will provide updates for articles) 5. Develop an on-line information gathering system 6. Determine Donation Levels/mechanisms 7. Develop the General Conference Schedule 8. Design Opening and Closing Session to meet conference Theme. 9. Work with other committees coordinate need for busses, facilities, meals, etc. | <ol style="list-style-type: none"> 1. This position provides the hub of the wheel with the conference co-chairs. 2. Provide expertise in conference management and planning. 3. Provide point of contact for hotel, transportation, and other contracts in concert with conference committees. 4. Provide support to co-chairs and steering committee to help ideas move into action 5. Work closely with promotion committee to design the web site and other promotional pieces 6. Provide guidance to all committees on appropriate use of the 4-H name and emblem 7. Provide linkage between all committees, state 4-H office, UNH, other states in the NE region 8. Provide fiscal expertise and budget management for conference working with State 4-H Foundation and Extension Business Service Office 9. Provide linkage with registration committee and E-conferencing to implement an on-line registration and payment process. 10. Facilitates conference communication through establishment of internal blog, web site and other tools as needed |
| Hospitality | Promotions |
| <ol style="list-style-type: none"> 1. Find some youth to serve on Hospitality Committee 2. Develop a promotional brochure 3. On site meeting and greeting 4. Plan and run a Welcome Event 5. Determine welcome item in packets 6. Host a welcome booth at the Manchester Airport 7. Recommend 1 nice conference gift 8. Develop ideas for educational table favors 9. Select meal and banquet choices. 10. Submit budgets for meals and supplies to steering committee. 11. Provide and distribute educational table favors at Forum. | <ol style="list-style-type: none"> 1. Find some youth to serve on Promo Committee 2. Pre 2008 concentrate on out-of-state promotion. 3. Create a flyer to bring to 2007 Healthy Lifestyles form in Maine 4. Design web information (provide information on tours, etc) 5. 2008 – Concentrate on in-state promotion – County Fairs & other events 6. Design T-Shirt 7. Coordination of Newsletter 8. Plan and run auction/raffle at 2008 forum (½ of proceeds to be passed along to next host state) |

| Workshops | Registration |
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| <ol style="list-style-type: none"> 1. Find some youth to serve on Workshop Committee 2. Determine the length of workshop sessions and communicate with steering committee for master schedule 3. Work with tours committee to find workshops 4. Design information gathering forms for workshops. 5. Try to connect workshops with National Initiatives <ul style="list-style-type: none"> • Healthy Lifestyles • Science, Engineering & Technology • Citizenship • Experiential Learning • Youth & Adult Partnerships 6. Solicit workshop presenters from other states 7. Work with Speakers/Ent committee to possibly find a speaker who will also provide workshop sessions. 8. Submit budget of workshops to steering committee 9. Write newsletter articles about workshops (updates) 10. Write workshop descriptions for registration brochure 11. Design letters to workshop presenters. 12. Find hosts for workshop sessions. 13. Provide directional signs to workshops at Forum | <ol style="list-style-type: none"> 1. Find some youth to serve on Registration Committee 2. Registration brochure and forms 3. Help with roommate matches when necessary 4. Determine whether participants will be informed of their workshop assignments prior to or when they arrive at the Forum 5. Submit budgets for supplies to steering committee. 6. Participant information packet (upon arrival). 7. Name Tags 8. General Directional signs |
| Tours | Speakers/Entertainment |
| <ol style="list-style-type: none"> 1. Find some youth to serve on Tours Committee 2. Design information gathering forms for tours. 3. Submit budget for tours to steering committee. 4. Provide locations and other tour information to Program Coordinator to hire busses. 5. Design letters to tour locations 6. Write tour descriptions for registration brochure. 7. Recruit hosts for tours at Forum 8. Provide directional signs for tours at Forum | <ol style="list-style-type: none"> 1. Find some youth to serve on Speakers/Ent. Committee 2. Find speakers for opening session 3. Find speaker or entertainment for banquet. 4. Invite VIP's to opening session, NH Governor, UNH President, Dean of Cooperative Extension, etc. 5. Find entertainment that will appeal to youth and adults. 6. Work with workshop committee, is it possible to find a speaker who will do one or more workshop sessions? 7. Provide budget for speakers/entertainment to steering committee |