

**Volunteer Opportunities:
2020 WEA International Conference on Outdoor Education and Leadership**

Volunteers are key to the advancement of the missions of the WEA, as we contribute a wide variety of perspectives, engagement, action and passion.

In the past, the WEA Board of Directors has planned the Annual Conference with assistance of a host committee. This year we have gathered a leadership team comprised of volunteers living and working throughout the United States to plan the 2020 conference in an effort to better utilize our historical roots and community. This opens the door to each and every WEA member who is interested in the planning and implementation of the largest and most visible program of our association to serve as part of the conference committees.

Volunteering time to support the annual conference can be a phenomenal way to contribute and expand your skills, knowledge and networks. Volunteering also allows you to make a lasting and meaningful impact.

Among other things, volunteers:

- Articulate common values and collaborate to advance the profession;
- Get access to training and development opportunities;
- Enhance their experience and resumes;
- Strengthen their community and networks; and
- Connect and network with other like-minded people.

Planning for the 2020 WEA National Conference will be guided by a core **Leadership Team**:

Leadership Team

- Will Hobbs, Sarah Schneider, Kevin Sutton, Danny Dychkowski and the Host Team co-chairs
- Advisory: Emily McKenzie, President of the Board, and WEA National Office Administrator
- Charge: To provide overall strategy for the conference and to execute major event logistics.

Committees will be supervised by one of our **Leadership Team Members**. These chairs are responsible for project management, accountability, information-sharing, and barrier removal with the assistance of dedicated team volunteers.

Committee	Charge	Team Lead	Volunteers
Education and Professional Development	Identifying and vetting the content of the conference and ensuring that creative and innovative content delivery is the norm. Presentation content, format, group sessions, any pre-conference, international, research sessions, any career development stuff, identify keynote(s), handle presenters, etc. Additionally, this group will develop evaluation and assessment tools to use throughout and after the conference events.	Will Hobbs	Review proposals and place sessions to schedule

Vendor Relations	This group is charge with creating a quality, well-attended, and beneficial (for attendees and vendors) exhibit hall experience including overseeing sales of exhibit hall space, designing exhibit hall experience, serving as liaisons with vendors, recruiting donors for auction items, and completing post-conference follow-up. This group will also oversee the fundraising auction.	Kevin Sutton	Contact vendors Track donations Set up Auction Manage donors and purchasers records.
Marketing and Communication	To ensure a Conference that is well-publicized, professionally packaged, and widely seen in the industry. The overall Conference should be relevant, accessible, and highly anticipated. This group includes influencers, graphic designers, and sales people. They will work to refine the theme and branding for the conference, as well as identify and recruit sponsors, develop marketing strategies for digital and print media, and implementing strategy to broadcast the event.	Danny Dychowski	Social media team Sponsor recruitment Designers General influencers Photography, videography
Hospitality	To ensure that the on-site experience is accessible, fluid, welcoming, and simple. This group works to create the overall atmosphere and culture of the conference within the theme, as well as maintaining and spreading WEA conference culture and traditions, including Awards and the Banquet. Tasks including volunteer and service crew management, registration, transportation, special events and socials, ensuring supplies and materials are in place, receive and follow-up with donations (thank yous), function as overall on-site host of the conference.	Sarah Schneider	Volunteer management Registration table Socials Hosts Session Hosts Logistics Specialists Service Crew DEI issues

Serving on the 2020 WEA Conference Team Committees requires a commitment to:

- Volunteer the necessary time to make a difference (which will vary per role).
 - Planning Team co-chairs will meet once every other week with the Leadership Team (30-60 minutes).
 - Planning Team project leads will meet once a month with the Planning Team.
 - Additional meetings/work time may be needed in between scheduled meetings.
 - Regular review/response to electronic communication.
- Engage in purposeful conversation and the tasks to be accomplished.
- The mission of WEA to advance the field of outdoor education and leadership.

To indicate your interest or to learn more about the available positions and specific time commitments involved, please email the Conference committee at conference@weainfo.org.