

ROLES AND RESPONSIBILITIES OVERVIEW

~LOCAL ADVISOR POSITION~

The Local Advisor, previously known as Local Arrangements Chair, must be someone who is local to the conference destination. This position is optional and the decision of the Conference Chairs.

~LOCAL ADVISOR RELATED TASKS~

Tasks and duties required of the Local Advisor vary for each conference. The following are tasks performed by previous local advisors

1. Student Volunteer recruitment assistance. Although AIS staff manages the initial call for student volunteers based on meeting specific criteria, there have been times when local recruitment is needed in order to fulfill student volunteer positions.
2. Input with Social Event entertainment options.
3. Assist in Sponsorship and Exhibitor Solicitation efforts. Some conference committees rely on the Local Advisor to assist with overall fundraising or specifically local fundraising.
4. Provide input on pre/post tour activities. AIS Conference Director works directly with a local tour operator on all logistics.
5. Assist with locating awards vendor and/or specialty item vendor, if needed. At times university vendors have been helpful.

~ADDITIONAL COMMENT~

Before the addition of the Conference Director and other AIS staff members, the conference chairs and committee relied heavily on the local arrangements chair for everything from volunteer T-Shirts to assistance on-site during the conference. This position has been greatly scaled back and AIS staff manages the majority of the workload now.

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