**Dedicated Student Conference Team Roles**

**Director:** This person will need to have strong leadership and team-building skills to lead the entrepreneurship training conference known as NGO Go. The Director will have overall supervision and accountability for all team members during the planning and execution of the NGO Go Conference, keep the team on track, and plan staff meetings either in person or using conference/zoom calls. He/She will pray for the entire core team regularly and faithfully. He/She will work with the administrator on budget oversight and fundraising. He/She will need to communicate regularly with the National Coordinator about the progress of the conference.

**Administrator:** This is the financial role on the team. The Administrator will be responsible for working with the conference directors to set up the budgets for each conference and handle receipting, balancing the spread sheets, tracking payments, and collecting outstanding balances from group leaders. He/She will work with the Hospitality Coordinator to manage the financial details of arriving groups. He/She will need a good working relationship with ISI’s Home Office team and an understanding of the ISI financial forms.

**Head Coach:** Two of the conferences use small life groups to enhance the spiritual experience for the students. The Head Coach will oversee the life groups. His/Her job is to train and monitor the student coaches and ensure that they are equipped to lead their groups. This leader will have a front row seat to what God is doing in the students lives and be able to guide student leaders to greater spiritual depth.

**Speaker Coordinator:** It is imperative that this individual understands the philosophy and theme of each of the three student conferences and is able to communicate it to potential speakers. The Speaker Coordinator will work with the Directors to determine a list of potential speakers and the order of preference. They should be able to approach speaker candidates with confidence, ask about availability, communicate expectations, and follow up for a response. He/She will need to have time in their schedule to continue the calls or correspondence, so speakers know what to expect and how to prepare.

**Hospitality Coordinator:** The Hospitality Coordinator oversees housing and meals. He/She will work with the Directors, the Administrator and the venues to ensure that participant needs are met in the area of lodging and food and that costs stay within budget. They will choose menus, assign housing, work with the Welcome Team Leaders, and assist the Administrator with onsite registration. During the conference, he/she will handle any needed adjustments to housing or meals.

**Team Building/Activity Coordinator:** This coordinator must be able to lead strongly, have good people skills, high energy and enthusiasm level, and communicate clearly. He/She will organize people and resources to ensure that all activities run smoothly and on time, and will recruit a team to assist, plan, and implement all recreational activities. He/she is responsible for set-up, implementation, and clean-up of all activities held during the day. The Activity Coordinator will also oversee the sightseeing or recruit someone to handle those activities.

**Media Coordinator:** This person is responsible for ensuring proper lighting for all indoor activities, checking microphones prior to each session, and adjusting sound levels for films, music, or video clips. He/She will also make audio/video recordings of all speakers and provide them to the staff soon after the conference is over.

**Publicity Coordinator:** The Publicity Coordinator is responsible for communicating information about the conferences to students, staff, Ministry Reps, and volunteers who may be interested in attending. This role involves maintaining and updating the conference websites, creating promotional materials for save the dates and general conference info, and sharing promotional material with Regional Field Directors, ISI list serves, and Home Office staff to share in the weekly team messages, etc.

**Follow-up Coordinator:** This leader will be responsible for providing follow-up options to all staff and mentors so that each local ministry can continue the work that was started in the hearts of the students and scholars during conferences. He/She will plan Zoom events post conference to encourage students and staff, keep the momentum going, and gather stories of God’s goodness for ISI’s use in promoting conferences and fundraising.