

# ADCES North State Local Networking Group (LNG)

## Volunteer Committee Structure & Roles

### Leadership

1. **Group Facilitator:** Provides overall leadership, oversees planning, delegates tasks, and serves as spokesperson. Coordinates with committee volunteers and ensures goals are met. Recruits and manages volunteers, ensures task clarity and support. Attends state meetings to collaborate with the state board on future endeavors.
2. **Outgoing Facilitator:** Previous group facilitator to mentor and help the new facilitator; ensures projects stay on track and serves as backup when needed. Collects event evaluations when appropriate and applicable and provides insight for improvement as needed.
3. **Secretary:** Manages meeting agendas, records minutes, and maintains group documentation. Tracks member participation and communication.
4. **Treasurer:** Tracks monthly budget, event budget, and expenses. Communicates with ADCES CA Coordinating Body (CB) and National ADCES about funding for events. Submits annual LNG specific budget to the state CB for submission to National ADCES.

### Event Planning & Logistics (Committee of 3 people)

5. **Event/Venue Coordinators** manage planning for events.

#### Tasks/Roles may include:

- **Liaison:** gets bids for locations (if not sponsored), finds needs for event space.
- **Group Communication:** Coordinates with other team members for scheduling, funding, and communication on events.
- **CE coordination:** Organizes CE courses by ensuring all accreditation application requirements are met as needed with support from the group facilitator.
- **Networking:** Fosters professional connections by coordinating with industry pharmaceutical and medical device representatives for event planning and sponsorship.

### Engagement & Communications (Committee of 2 – 3 people)

6. **Engagement/Communications Coordinators**

#### Tasks/Roles may include:

- **Event Announcements** create event notifications, and announcement flyers as needed, and send out email notifications to current members for upcoming events.
- **Mailing list management** maintains the list of active local members.
- **Marketing & Promotional Outreach** including social media management.
- **Recruit** new members and support member retention by sending out welcome letters to new ADCES members monthly based on the National State report.
- **Community Outreach:** Fostering connections with members, community, and industry. Plans community volunteer activities and builds partnerships with local organizations.

### Miscellaneous

7. **Event Hospitality:** Greets attendees, manages registration, and ensures a welcoming atmosphere.
8. **Technology/AV Coordinator:** Handles audiovisual setup, supports virtual/hybrid events.
9. **All Members:** Provide support when and where needed to fill in the gaps of the above roles.