

WMEA Officer Duties

President – Facilitate the Board Meeting, Conference, and Steering Committee Meeting. Oversee the set-up of the conference

1st VP – Set up the conference through the event planner at the hotel. Set up includes; meeting rooms, conference rooms, hospitality rooms, all meals, break foods, hospitality appetizers, and vendor table setup.

2nd VP – Set up the conference presenters.

Secretary – Gather notes from the group leaders.

Registration – Database – Nametags – Receipts