Volunteer Positions 2006

(number of volunteers needed for each position indicated in parentheses)

**Position:** Secretary (1)
**Duties:** Take notes at meetings, write and distribute minutes via email
**People they work with:** Everyone at meetings

**Position:** Publicity Manager (2)
**Duties:** Create and distribute flyers, advertise to departments via email, contact people outside of UH (HPU, Chaminade, community colleges, Borders, etc.) Send out “Call for Papers” e-mails and flyers.
**People they work with:** Department liaisons, public

**Position:** Opening and Closing Ceremony Coordinator (1)
**Duties:** Serve as a liaison with the guest speaker. Coordinate time, place, AV needs (for the opening and closing ceremonies). Write short intro for the speaker for the conference program. Introduce speaker (or find someone who will). Buys lei for the speaker.
**People they work with:** Guest speaker, Program Designer, AV person.

**Position:** Program Designer (1)
**Duties:** Get the info about presenters (Name, Department, Keywords, Title, Summary, Abstract) and AV needs in electronic form from presenter coordinator, welcome message from the Dean, piece on speaker from opening/closing ceremony coordinator, volunteer list from the department liaisons and put everything in booklet form. Design a new and exciting look for the program. Coordinate with Iris Chang regarding printing the programs. Pick up printed programs.
**People they work with:** Presenter Coordinator, Opening/Closing Ceremony Coordinator, Dean’s office (Iris Chang), Chairs/Department liaisons for volunteer list, AV coordinator.

**Position:** Presenter Coordinator (1)
**Duties:** Forward the Call for Papers to the Web Designer. Publicize and organize abstract writing workshops. Answer presenters’ questions or forward them to the appropriate people, collect info from presenters about AV needs, maintain a list of presenters with all their info (works with the liaisons).
**People they work with:** public, departments, workshop presenters, conference presenters, liaisons, program designer.

**Position:** Department Liaisons (6)
**Duties:** Coordinate between committee and your individual department. Help distribute publicly within your department. Receive abstract submissions via email (check llconf@hawaii.edu), make a list of presenters from their department and maintain their information in electronic form, provide this list to the Presenter Coordinator, prepare blind submissions and forwards them to appropriate abstract reader. Retrieve abstracts/comments from readers with letters of acceptance or denial and deliver those to the authors. One for each department: EALL, LING, English, LLEA, SLS, HIPLL.
**People they work with:** Volunteers in their departments, Abstract readers, Presenter Coordinator, AV person, Publicity Manager.

**Position:** Abstract Reader (18, 3 from each department)
**Duties:** Receive abstracts from department liaisons, read abstracts, evaluate and return the abstract with acceptance and/or revision suggestions to department liaisons.

**People they work with:** Department Liaison

**Position:** AV Coordinator (1 or 2)
**Duties:** Work with Presenter Coordinator and Opening/Closing Ceremony Coordinator to arrange for AV needs; check out cabinet keys or AV carts if necessary.

**People they work with:** Presenter Coordinator, Opening/Closing Ceremony Coordinator, Presenters

**Position:** Food and Beverage Organizer (2)
**Duties:** Arrange with June for coffee and drinks from Marriott. In February, contact Foreign Language Clubs and arrange for food sales on the day of the conference. Arrange tables for Language Clubs or other; set up the main table on the day of the conference, help with the cleanup.

**People they work with:** June/Marriott, Language Clubs, on-site volunteers, facilities.

**Position:** Panel Moderators (8-10)
**Duties:** On the day of the conference, moderate one or more sessions. Introduce speakers and keep them notified of time. Keep everybody on schedule. Attend short training session before the conference if a 1st time moderator.

**People they work with:** Moderator organizer

**Position:** Moderator Organizer (1)
**Duties:** Organize short training for moderators shortly before the conference. Help organize the moderators’ schedules, so that there is one for each session, serve as moderator as well.

**People they work with:** Moderators

**Position:** Registration Organizer (1)
**Duties:** Gets the list of presenters, volunteers, committee members, and special guests. Makes name tags for all volunteers and participants. Makes sign-in sheets for attendees. Sets up registration area on the day of the conference. Arranges with facilities to get table. Makes a sign for the table. Organizes the registration volunteers and organizes early registration through email.

**People they work with:** Program Designer, Registration Volunteers.

**Position:** Registration Volunteers (4-6)
**Duties:** Takes care of the registration on the conference day. One or two at a time, for at least 30 minutes or the duration of one paper.

**People they work with:** Registration Organizer.
Position: On-site volunteers (2)
Duties: Help with setup/cleanup, etc. and registration
People they work with: Registration Volunteers, Food and Beverage Organizers

Position: Proceedings Chief Editors (2)
Duties: Organize journal submissions, distribute submissions among editors, manage all further work beyond initial month in coordination with Iris Chang.
People they work with: Assistant Editors, Iris Chang, Presenters, Presenter Coordinator, Department Liaisons.
Note: Must be available over the summer and fall of 2006 for communication with Ms. Chang. Should visit Ms. Chang and discuss editing process.

Position: Proceedings Assistant Editors (4)
Duties: Edit some of the journal submissions during the month following the conference. Attend editor workshop if first time editor
People they work with: Chief Editors

Position: Web Designer (1)
Duties: Design, maintain, and update the conference website. Posts the Call for Papers on the Web (http://www2.hawaii.edu/~lllconf)
People they work with: Presenter Coordinator, Publicity Manager, Department Liaisons, Co-Chairs