

Assistant Program Coordinator Description and Duties

This position reports to the Conference Coordinator.

The term length is three years. The starting date of each term is January 1, and the ending date is December 31. The term limit is three consecutive terms.

General Duties

1. Maintain continuous AMATYC membership during the term of appointment.
2. Work closely with the Program Coordinator, Conference Coordinator, the Assistant Conference Coordinator, and the AMATYC Office so that all information for the conference publications is ready by the publication deadlines.
3. Serve on the Program Proposal Review Committee.
4. Gather supplies and/or software programs or applications that will be used in the spring creation of the conference programming schedule.
5. Meet during the spring with the Program Coordinator and Assistant Conference Coordinator to lay out the annual conference program.
6. Confirm, with the Program Coordinator, the number of presiders that will be needed.
7. Prepare, in coordination with the Program Coordinator, a list of procedures for the presiders, including those of off-site presentations based on the transportation arrangements for the conference.
- ~~8. Prepare a list of specific instructions for presiders of off-site presentations, based on the transportation arrangements for the conference.~~
8. Maintain AMATYC's presider database.
9. Send a request to the AMATYC Website Coordinator that a link to the Presider Application Form be added to the AMATYC website.
10. Solicit names of additional presiders if an appropriate number of applicants are not received by the deadline. Email prospective presiders encouraging them to complete the online Presider Application Form.
11. Assign the presiders needed for each session, mini-session, and workshop of the conference.
12. Prepare and email an Invitation to Preside letter to each presider. For those invited to preside at off-site presentations, include in the email the instructions for off-site presentations and request confirmation of receipt of the document.
- ~~13. Email the instructions for off-site presentations to presiders of off-site presentations, and request confirmation of receipt of the document.~~

14. Establish a pool of alternate presiders in the event of any "no shows" and cancellations.
15. Prepare and email a confirmation letter to each presider after the presider has accepted the presider assignment. If necessary, send an email to each confirmed presider in June with additional information pertinent to the presider assignment.
16. Send an email to each confirmed presider in June with additional information pertinent to their presider assignment.
- ~~17. Send each presider an email including the vita(e) for the presenter(s) of their presentation, by late August or early September.~~
18. Prepare a "Presider Packet" for each presider, including the list of procedures, speaker biography(biographies), and session information.
18. Work with the Conference Coordinator regarding the staffing of the Presider check-in station at the conference. The Assistant Program Coordinator or the Program Coordinator should be available between sessions and at the beginning of sessions if problems arise.
19. During the conference, check periodically to see that presiders are performing their assigned duties. Assist as needed to help the presider resolve problems.
20. During the conference, recruit potential presiders for the next conference, and encourage them to complete the Presider Application Form.
21. Prepare and send thank-you letters to the presiders.
22. Prepare a voucher for all non-travel related bills incurred for the AMATYC annual conference and send this voucher and bills to the Conference Coordinator for approval.