



Position Description

Conference Director

Portfolio: Education

The Conference Director coordinates efforts to plan and host the annual Alberta Pharmacy Technician Conference.

Primary Responsibilities:

- Recruit a conference manager, as applicable, and conference committee members.
- Investigate and make a recommendation for the venue for upcoming conferences.
- Participate in conference planning and hosting.
- Update conference planning guidelines based on planning experiences and committee recommendations each year.

All board members are responsible to:

- Prepare for and attend board meetings and the annual general meeting.
- Report on the status of assigned initiatives and keep the board apprised of completed work.
- Recruit, chair or liaise with committees in order to achieve initiatives.
- Prepare blog submissions to communicate with the membership.
- Approve an annual budget and ensure expenditures are within the budget.
- Develop and/or maintain policies for governing the Society.
- Represent PTSA at various functions.
- Assist the transition of successors.