

## IvyQ Committee Chair Descriptions

### >> Dining (2)

The conference Dining Chairs will get to be responsible for determining the best way to feed conference participants during the conference and for making such arrangements. These Chairs will not be starting from scratch; progress was made on the issue during the bidding process. Candidates need not have been to an IvyQ before. This is a great opportunity for anyone who enjoys problem solving, event planning, and perhaps in food. No prior IvyQ experience needed.

### >> External Finances (1)

The External Finances Chair will get to work with outside sponsors to fund the conference. This is a unique opportunity to work with corporations and get the experience of managing the finances of a large expensive conference. Ideal candidates will be able to communicate well in professional settings, have good organizational skills, and have an interest in finances.

### >> Housing (2)

The Housing Chairs will get to be responsible for developing and acting on a strategy to provide housing to all conference participants (300-400) during the conference. Housing Chairs will lead the effort of recruiting student hosts and matching them with conference participants. This is a great opportunity for anyone with solid organizational skills, a willingness to engage with ORL, and a liking for problem solving. No prior IvyQ experience needed.

### >> Internal Accountability (1)

The Internal Accountability Chair will get to be responsible for maintaining transparency throughout the planning process and determining how to best do so. They will be responsible for making sure the events of every planning meeting are recorded and available. This is a great opportunity for anyone organized and accountable.

### >> Internal Finances (1)

The Internal Finances chair will get to be responsible for finding revenue sources from within the College to fund the conference. This is a great opportunity for someone with familiarity with the College, good communication and organization skills, and an interest in money. This Chair will collaborate with the External Finances Chair to manage the overall conference finances.

### >> Media and Communications (1)

The Media Chair will lead the team that is responsible for putting together both the website and official IvyQ materials that will be distributed to IvyQ attendees. The Media Chair will also handle all email communications and maintain the IvyQ Facebook Group until the end of Dartmouth IvyQ.

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### >> Programming (2)

The conference Programming Chairs and their team will make decisions regarding the conference schedule, workshop speaker selection, and the content of other conference programming yet to be determined. Deciding what events the conference will feature will be a collective process at the start of the planning process. The programming chairs and their team will get to be responsible for selecting and contacting potential speakers and negotiating fees/lodging/food, but they will not have to be responsible for finding lodging. Programming chairs will be able to receive as much help from the other Ivy League schools' IvyQ delegations as they want. This is a great opportunity for people with familiarity with how the IvyQ conference has been programmed in the past (i.e., been to an IvyQ before) and with strong interests in social justice.

### >> Registration (2)

The conference Registration chair will get to tackle the specific problem of determining how to best conduct conference registration and, if there is a ticket cost, payment. A familiarity with computers and online forms is ideal. A great opportunity for someone who really wants to focus on just one particular (important) aspect of the conference. No prior IvyQ experience necessary.

### >> Safety (1)

The conference Safety Chair will get to tackle problems about how to best keep the conference participants safe and secure during the conference. Both physical and mental health should be considered. Our Safety Chair may need a willingness to engage with student peer advising groups, S&S, and Dick's House. This is a great opportunity for someone responsible and with a tendency to think about worst-case scenarios.

### >> Social (2)

The conference Social Chairs and their team will get to be responsible for determining the best social events we can provide during the conference and arranging those events. This is a fantastic opportunity for anyone with a great familiarity with the queer community and an interest in event planning. Major decisions about these events can be made collectively.

### >> Speaker Accommodations Chair (1)

The conference Speaker Accommodations Chair will manage our many guest speakers during the conference. This includes lodging for the speakers, managing their contact information during the conference, working with them to get from their hotel to the campus, helping them find their workshop locations, giving them information about local eating options, and any other accommodations they need. The Chair will have the chance to find creative solutions and strategies.