

# **IEP Workshop Planning Committee**

## **Role and Responsibilities**

The IEP requires volunteers from our partner agencies and stakeholders to help plan and execute the IEP Annual Workshop. The IEP Workshop Planning Committee is the entity responsible for identifying the workshop format, developing the session topics and speakers, and coordinating the poster session and mentor program.

The Planning Committee is comprised of several Chairs that have a direct responsibility for organizing these elements of the workshop.

The Chairs consist of:

- Executive Lead Chair
- Program Support Chair
- Workshop Session Chairs
- Poster Session Chair(s)
- Mentor Program Chair(s)
- Volunteer Coordinator Chair

### **Chair Responsibilities**

#### *Executive Lead Chair*

The Executive Lead Chair is the person responsible for giving guidance and direction to the Workshop Planning Committee throughout the entire planning process. The Chair leads each meeting and is responsible for guiding the Planning Committee through the agenda to make executive decisions regarding the workshop format, identifying session topics and potential session speakers. Historically, the IEP Lead Scientist has acted as the Executive Lead Chair. However, the chair can be filled by one of our IEP member agencies or an IEP stakeholder group.

#### *Program Support Chair*

The Program Support Chair is generally a member of the IEP Program Support Team. This Chair is responsible for identifying and securing the venue for the workshop. In addition, the Chair acts as the main coordinator for the Planning Committee activities. Coordination activities can include developing meeting agendas and workshop documents (i.e., draft, and final workshop program), sending coordination emails to Planning Committee members and updating the IEP workshop website.

#### *Workshop Session Chairs*

The Workshop Session Chairs are comprised of several volunteers from IEP member agencies and IEP stakeholder groups. These Chairs are responsible for nominating workshop session topics, leading the workshop sessions, and managing individual session speakers. Coordination

activities include working with the Planning Committee to develop session topics, disseminating workshop details to session speakers, managing their specific workshop session, and setting speaker expectations.

#### *Poster Session Chair(s)*

The Poster Session Chair can be one or more persons and is generally a volunteer from the California Department of Fish and Wildlife but can also be filled by one of our IEP member agencies or an IEP stakeholder group. The number of chairs will depend on the comfort level of the volunteer(s) and the amount of time that each volunteer has available. The Poster Session Chair(s) is responsible for planning and organizing the Poster Session. Duties include developing the call for posters and selecting poster authors, coordinating, and tracking poster and abstract submissions, producing the poster abstract booklet, and managing the in-person session. Additional duties include coordinating with the IEP Program Support Chair to upload poster pdfs and abstracts to the online IEP Poster Forum.

#### *Mentor Program Chair(s)*

The Mentor Program Chair oversees the IEP Mentor Program. The Chair can be one or more persons and can be filled by a member of the IEP agencies or an IEP stakeholder group. They are responsible for recruiting mentors, setting expectations for mentors and mentees, and organizing the registration and activities for the event. Additional duties include coordinating with the IEP Program Support Chair to send out communication to IEP community members and update the IEP Workshop web page with event information.

#### *Volunteer Coordinator Chair*

The Volunteer Coordinator Chair oversees the management of scientific aids and students that volunteer to help host the IEP Workshop. Volunteers are needed to help set-up and tear down tables, chairs, poster boards, assist at the registration station and assist presenters and/or IT staff, as needed. The Volunteer Coordinator is generally a volunteer from the California Department of Fish and Wildlife.