IWEA Staff Responsibility Seats

Kate DeHaan

Executive Director

kate@indianawea.org

- Association Wide
  - Responsible for adherence to budget, coordinating with Secretary/Treasurer and Committees to ensure realistic numbers
  - Hosts quarterly Board Meetings
  - Managers staff members including Association Manager and Coordinators, as well as additional volunteers as needed

- Events
  - Approves date based on association & cross-client conflicts
  - Signs contracts

- Membership
  - Oversees sponsorships and ensures all benefits are met

- Programs
  - Develop, procure funding, and implement programs that align with the mission and plan
  - Creates mechanism for program evaluation

Angelica Watts

Events Manager

angelica@indianawea.org

- Events
  - Negotiates venue/vendor fees including A/V & electrical
  - Attends site visits
  - Coordinates catering needs and additional food/drink
  - Coordinate with exhibitors
  - Staff point-of-contact between committee members and vendors/venue
  - On-site MOD for select events

- Programs
  - Coordinates LDI locations and food/beverage

Jamie Latshaw

Communications & Membership Manager

jamie@indianawea.org

- Events
  - Launches registration
  - Manages CEU/PDH approval requests, credit submissions, and PDH certificates.

- Marketing/Communication
  - Mass markets events and programs to members and industry partners
  - Send reminders to event attendees

- Membership
  - Manages database with new membership intakes along with membership renewals
  - Send reminders for membership renewals
  - Manages WEF membership in IWEA MA sector

- Programs
  - Manages Certification Exam application approvals
  - Coordinates with WPI for exam grading
  - Sends out final exam results
  - Manages LDI application process and student communication.

TBD

Association Administrator

TBD

- Events
  - Assists with on-site preparation and management for select events
  - Assists with CEU credit submissions

- Membership
  Assists with membership database and invoicing