

SEMINAR DIVISION

Responsible for requesting, reviewing, and selecting a balance of seminars for adults. (e.g. evangelism, missionary preparation, world people groups, ethnic outreach, development and relief, etc.), confirming with seminar leaders, scheduling seminars, overseeing evaluations, sending letters of appreciation after the Missions Fest™ conference; conferring with the Facilities and Hospitality Coordinators.

DIVISION CO-ORDINATOR

1. Chair the monthly divisional planning meetings.
2. Co-ordinate with department leaders, the responsibilities of the division.

DIVISION SECRETARY

1. Prepare agenda with Divisional Coordinator for monthly Planning Meeting.
2. Record & distribute minutes to Departments.
3. Contact Team members each month to confer on meeting time & agenda.

DEPARTMENTS

1. REGISTRATION

Collecting of incoming seminar applications, assigning them a category, and filing in the appropriate file. Responsible for seeing that files are brought to each committee meeting.

2. SCREENING

Committee as a whole determines which seminars to accept and not to accept for this year.

3. CORRESPONDENCE

Review form letters of invitation, acknowledgement, confirmation with information, rejection, and appreciation. Oversee the mailings of these letters.

4. EDITORIAL

Edit seminar titles, descriptions and biographies ready for magazine publication. Deadline: (Date).

5. SCHEDULING

Determine number of available seminar spaces; research history of seminar attendance & seminar quality of the past years in order to know where and when to make placement; assign seminars on timetable; notify magazine people of final schedule. Deadline: (Date).

6. EVALUATION

Responsible for designing evaluations, distributing, collecting them, and summarizing the evaluations of the seminars at the end of each festival.

7. YOUTH LIAISON

Responsible for keeping in touch with the Youth Division, sharing information with them and assisting in selection of presenters.

8. ETHNIC LIAISON

Recommend and contact ethnic presenters on behalf of the Seminar Division.

9. HOSPITALITY LIAISON

Providing information for seminar hosts.