



Connect. Inspire. Learn.

WWBN Leadership Team

Thanks for your interest in the WWBN Leadership Team! Volunteering in this capacity will help you further develop your leadership skills and provide you with greater voice in the WWBN community. You'll receive increased visibility as a result, thereby growing your brand and business.

All positions on the Leadership Team will be integral parts in the effective operation of WWBN. Ideally you will serve a minimum 6 month term in a volunteer capacity.

SPEAKER LIAISON

As the Speaker Liaison, you will work at the events to coordinate and oversee event logistics relating to the speaker's needs.

Pre-event:

- You'll be advised who the speaker is prior to the event, along with her contact information.
- Screen, projector and laptop are provided at each event. The speaker only needs to bring her powerpoint presentation on a flash drive.

At-event:

- Greet the speaker, make her feel welcome and comfortable.
- Assist her (or get a helper) to assist her with set up of her display table and any promotional literature she needs to be placed on the guest tables.
- After she is set up, introduce her to some of the guests so she feels welcome.
- If you are comfortable, introduce her at the podium with the prepared bio/introduction.
- Thank her from the podium and provide the speaker gift.
- Help her gather her materials at the end of the event and if she needs assistance getting her materials to her vehicle, please assist or find someone to help her.