

-Public Relations-Advertising-Soliciting Sponsors-Soliciting members-Promotion

Responsibilities may include the following:

- Willing to fill volunteer conference needs and responsibilities as assigned
- Send Press Releases as needed prior to the conference
- Problem solving and Trouble-shooting with attendees, speakers, vendors
- Solicit advertising in other journals, radio spots, newspaper, publications, schools, etc...
- Enthusiastically inspire prospective members to join NAHA.
- Answer questions and direct attendees appropriately.
- Follow up with solicitations of Public, Publication advertisers, Sponsors, Members, etc... professionally and completely.
- Do not agree to anything without intention of follow-through
- Assist Members, Speakers, and the general public with courteous customer service.
- Assist the Conference committee as needed with regard to promotional work.
- Conference Set-up: Report to Volunteer Coordinator or equivalent
- Representing NAHA with integrity and professionalism
- Honoring NAHA mission statement in practice and action
- Other duties as assigned or requested by the National Board of Directors

Requirements include the following:

- NAHA Member in good standing
- Communicate with Volunteer Coordinator and Conference Administrators
- Honor deadlines, timelines, and do not procrastinate until the last minute, if you need assistance or direction – ask for it.
- Agree to act within the guidelines of NAHA's Code of Ethics
- Return a completed application to the NAHA office
- Attendance at the Conference may be necessary
- Willingness to commit to a minimum of ___ hours of service at the conference

Benefits for Conference Volunteer

(-Public Relations-Advertising-Soliciting Sponsors-Soliciting members-Promotion)

- Certificate of service
 - Complimentary Conference Registration
 - Discounted Dinner 50%
- (Benefits are good during term of service only and shall not be extended or transferred)

Loss of Volunteer status may be a consequence of any of the following but is not limited to:

- Acting outside of the Code of Ethics: The Ethics Committee shall review any act or complaint fitting this description. This process is outlined in the Ethics Committee Handbook.
- Submission of valid complaints against any act you participate in, which are investigated and found to have merit.
- Not fulfilling your responsibilities as outlined above or in agreement to fulfill duties as assigned or in future announced requirements as dictated from the National Board of Directors.
- Lapse of membership dues, no longer in good standing as a NAHA member.
- Participating with conflicting political and non-political groups, agencies, or associations which are contrary in goals or mission statement or are slanderous toward NAHA and its Board.

All volunteers will receive a complete standards and policies packet.