

Symposium Executive Board

Director

- Direct the overall planning and execution of the COE Research Symposium with the assistance of the executive board.
- Establish project timelines for all aspects of the Symposium including proposal submission, proposal selection, and event planning and execution.
- Oversee and consult with other board members bi-weekly to identify goals and strategies for success.
- Establish a budget for any necessary expenditure and consult with the Executive Director about any purchase requests. (Supplies, Swag, Refreshments, etc)
- Oversee awards process and verify winner's information to be shared with the Executive Director after the symposium.

Co-Director

- Assist Director with overall planning and execution of the COE Research Symposium.
- Set and manage executive board meetings.
- Direct meetings and consult with other board members in the Director's absence.
- Manage proposal submission system and establish methods for proposal selection.

Engagement Chair

- In consultation with the Director and Co-Director, identify and recruit faculty members for the judging panel for poster and paper presentations.
- Identify key stakeholders in other departments who may be interested in tabling or promoting their programming before, during, and after the event.
- In coordination with the College of Education's Education, Technology, and Communications Office (ETC), collaborate on marketing materials and messaging for the call for proposals and advertisement of the COE Research Symposium.
- Identify and recruit volunteers to help with preparation and execution of the COE Research Symposium.
- Plan and execute the symposium floor plan including poster displays, table layout, and check-in tabling.

Technology Chair

- In preparation for the Symposium, identify technological needs and consult with the COE Information Technology Office to ensure technology is working appropriately.
- Help secure technology for all same-day operations of the Symposium.