



Local Organizing Committee (LOC)

Seeking Leaders for the SOLAR 2021 LOC

The American Solar Energy Society (ASES) is seeking individuals to serve on our LOC for our SOLAR 2021 Conference in Boulder, CO happening August 3-6, 2021. The LOC members will receive complimentary registration for the conference, ASES swag, and other benefits to be determined. You'll get to work with a great team of fun, dedicated people and attend a number of conference sessions and networking events. This is a volunteer role and regret that we are unable to provide compensation for room, board, or travel. Approximate time commitment is 5-10 hours per week per committee member ending on August 6, 2021.

Lead Volunteer/Project Manager Tasks:

- Set goals for the committee
- Supervise LOC volunteers and ensure they are meeting their goals
- Meet with the LOC regularly outside of ASES meetings
- Attend regular meetings with ASES staff to track progress

General LOC Tasks:

- Soliciting sponsorships
- Volunteer recruitment
- Plan conference workshops and events (Thursday evening event, Friday workshops)
- Local outreach about the event
- Sharing Call for Participation information
- Sharing registration information
- Compiling local transportation, dining, and lodging information
- Other tasks as related to the local area given by ASES staff

Expectations for Volunteers:

- Respond to emails from volunteers and ASES staff within 24 hours
 - Always "reply all" to keep everyone informed
 - Include conference@ases.org on any conference related correspondence
- Attend the in person and/or virtual conference
- Comfortable using the Google Suite (docs, sheets, calendar)
- Great people and communication skills!

Please contact Conference Director, Carly Cipolla, at conference@ases.org if you are interested in joining this committee with "LOC" as the subject line.