

## Co-Chair Spring Conference

The Spring Conference is held at Luther Seminary usually the first weekend in May. The Conference consists of Friday night speaker and desert, and an all day speaker with a noon lunch.

Two persons share the duties as co-chairpersons for the meeting, several Board members will assist in the various tasks.

The chairpersons:

- Maintain contact with a representative of Luther Seminary to arrange for the Friday desert, Saturday lunch, and any audio or visual equipment that Luther Seminary needs to provide..
- Help the GGS Board, make menu selections.
- Handle pre-registration before the event and registration the day of the luncheon.
- Help the GGS Board, find a speaker.
- Organize the publicity to include
  - ✓ Creating a flyer and registration form.
  - ✓ Work with the Publicity Chairperson to mail flyers to members and organizations.
  - ✓ Contact newsletter editor to send a notice and registration form .
  - ✓ Contact webmaster to put the notice and registration form on the GGS website