



## 2025 ServeMontana Symposium Planning Committee Description

**Symposium dates:** March 12-14, 2025, Carroll College, Helena

The ServeMontana Symposium is an all-member convening that takes place each year during Montana's AmeriCorps week. The planning committee, led by the Governor's Office of Community Service (GOCS) staff, consists of 12-15 representatives from AmeriCorps state and VISTA programs across Montana, including members and program staff. Meetings will be virtual with a possible in-person option in Helena.

Members of the Planning Committee are presented with opportunities to build leadership skills, add experience to their resumes, have fun, create relationships with AmeriCorps members from other programs, and shape this event to be enjoyable for and relevant to Montana AmeriCorps members across the state.

**Duties of this committee may include, but are not limited to:**

**Before the event:**

- Participate in bi-weekly Planning Committee meetings, typically Thursdays from 1p-2p:
  - October 24, 2024
  - November 6, 2024
  - December 5, 2024
  - December 19, 2024
  - January 9, 2025
  - January 23, 2025
  - February 6, 2025
  - February 20, 2025
  - February 28, 2025
  - March 27, 2025 (Debrief)
- Provide input on desired outcomes of the event
- Provide input on breakout session tracks and target breakout session topics
- Conduct outreach to potential breakout session presenters
- Review presenter proposals as needed
- Take leadership role in development of and outreach for Regional Networking session
- Plan ways to ensure a positive, inclusive culture and environment for the event

**During the event:**

- Lead/facilitate Regional Networking sessions
- Promote the event and Montana's AmeriCorps week on social media
- Actively welcome and network with attendees to foster a positive attendee experience
- Report inappropriate behavior (bullying, harassment, political activity/advocacy, any other activities prohibited by AmeriCorps)
- Support GOCS staff with logistics as practical
  - Serve as a room host/session facilitator (support breakout session presenter with room setup, session Q&A, etc.)

*Questions? Email us at [serve@mt.gov](mailto:serve@mt.gov) and copy your program staff.*