

## **Position Description: Conference Committee Chair**

### **Purpose:**

*The role of the Conference Committee Chair is to oversee the activities of the Conference Committee, to ensure the objectives of the conference as established by the Conference Committee are met, and to serve as liaison for the Board of Directors.*

### **Pre Conference Responsibilities:**

Under the direction of the Board of Directors, the Conference Committee Chair's responsibilities are to:

- Determine the technical, operational, and social vision for the conference, with the theme determined by the Board of Directors.
- Oversee the financial, administrative and logistical management of the conference.
- Uphold all PAVRO Conference policies and procedures.
- Ensure the quality of the Technical Program.
- Develop and implement conference schedule (number of sessions, schedules, including sessions, refreshment and meal breaks, etc.
- Prepare and submit detailed budget and control documents submitted by the Conference Committee in conjunction with the Board Liaison
- Adhere to the approved budget. Ensure the Conference Committee adheres to their area budgets and conference financial procedures.
- Plan and facilitate structure and content of all conference planning meetings.
- Assist the Director of Volunteer Engagement to recruit appropriate volunteers for committee positions.
- Attend facilitated meetings for conference in order to identify conference issues with immediate impact.
- With the assistance of the Conference Committee, develop master conference timeline integrating detailed timelines
- Manage all committee volunteers and professional management associated with the conference. Determine and communicate structure for the conference.

- Request and collect status reports from the Conference Committee volunteers to ensure conference planning process is on track
- Oversee the collection, review, edit, and collation of all text for the RFPs or Call for Participation and share with the Board of Directors.
- Authorize all committee travel and expenses within budget
- Monitor conference planning and financial progress through scheduled planning and conference calls. Ensure history of the conference planning process is maintained through the documentation of all financial or other major decisions and decision-making process as well as any changes
- Report to the Board Liaison any budget concerns or shortfalls in a timely manner
- Work with Conference Committee to ensure speakers and speaker topics are appropriate, interesting, timely, and consistent with the conference theme.
- Support publications schedule and coordination process in partnership with the Conference Marketing and Communications volunteer
- Provide final review and approval for all publication, promotional, and publicity materials
- Plan and organize the conference sessions with Conference Committee. This includes all session scheduling, orders of presentation, and verified spelling of presenters' names and affiliations.
- Provide final review and approval for conference items.
- Work with Conference Committee to determine evaluation questions and evaluate specific sessions as appropriate.
- Support Conference Committee members to ensure they are completing tasks in a timely manner
- Provide Board Liaison with a progress report prior to each Board meeting
- Provide Board Liaison with a final conference report

### **On Site Conference Responsibilities:**

- Act as the public face and gracious host of the PAVRO conference.
- Participate in press conference and press interviews if needed

- With the assistance of the Chair of the Board of Directors, open and close the conference.

### **Post-Conference Responsibilities:**

- Prepare and submit a conference final report as directed to document decisions, activities, results, and recommendations of importance for future Conferences .

### **Experience/Skills Required:**

- A minimum of five years' experience managing or leading a volunteer program(s).
- Demonstrated skills, knowledge and experience in the design and execution of marketing, communications and public relations activities
- Experience overseeing the design and production of print materials and publications
- Strong belief in PAVRO's mission, vision and values; able to articulate them
- A readiness to learn and understand PAVRO's strategic objectives.
- Excellent leadership skills and an interest in innovation and best practice
- Demonstrated ability to work independently and follow through with assigned projects and responsibilities
- Excellent interpersonal and organizational skills as well as excellent communication skills (written and oral) including public speaking
- Knowledge of the broader community impacting volunteerism and effective volunteer engagement
- Flexibility and patience

### **Term:**

The Conference Committee Chair term is from September before the Conference to August of the following year, after the Conference.

## **Code of Conduct**

The Conference Committee Chair agrees to the following:

- I will perform my duties responsibly and impartially to the standards set out by PAVRO in a manner that would bear public scrutiny.
- I agree to declare any real, apparent or perceived conflict of interest in matters which may result in financial gain or personal benefit.
- I further agree to maintain the confidentiality of any proprietary or privileged information to which I have access, both during and after my term on the Board of Directors. This information may include contracts, financial information, membership lists, staffing or personnel documentation and/or discussions about PAVRO business.

## **Benefits:**

- Opportunity to gain a keen understanding of current happenings in the profession and broader voluntary sector.
- Opportunity to network and work closely with leaders in volunteer management from across the province
- Opportunity to have broad input and impact on behalf of PAVRO and the profession.
- Opportunity to develop leadership skills
- Opportunity to help find/develop real solutions
- An opportunity to develop/enhance leadership experience and be part of a team dedicated to excellence and best practice in the engagement of volunteers.
- Reimbursement for travel expenses and long-distance phone charges (as per existing policies).

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