



SPONSORSHIP MANAGER

Position Overview: The Sponsorship Manager shall oversee all conference sponsorships and coordinate sponsorship acquisition and recognition for the entire committee

TVMC Mission:

The Texas Volunteer Management Conference (TVMC) is the leading educational event for current and emerging volunteer management professionals in Texas and neighboring states. Since 1991, this annual conference has provided an opportunity to learn from top level speakers, trainers and leaders who are outstanding in their fields. The TVMC is planned and executed by volunteers from organizations that value, support and advocate for the profession of volunteer engagement and management.

Responsibilities & Oversight:

- Secure sponsorships and in-kind donations/gifts to help underwrite cost
- Oversee proper and timely handling of all income and expenses
- Prepare updated budget worksheet on current year for incoming Vice-Chair
- Participate and follow through with all Leadership Team meetings and miss no scheduled meetings without prior approval from the Conference Chair.
- Pay any conference fees approved by Leadership Team
- Attend the TVMC

Qualifications:

- Well organized, outgoing, persistent in follow-up, meet deadlines
- Strong communication skills
- Strong networking ability
- Negotiation skills

Reports To: Conference Vice-chair

Length of Term: Service term shall be a minimum of 1 year.

Time Commitment: 5 Hours/Month with increased hours 6 weeks prior to conference

Voting Status: Non-voting Member

Benefits: Support and advance volunteer management professionals and the profession in Texas and surrounding states. Strengthen skills in negotiation, donor acquisition and coordination, expand donor network.

Conference Sponsorship Manager Tasks

This serves as an overview of the tasks which require attention from the Sponsorship Manager. This list is a guideline and additional duties might be added to ensure the success of the conference.

- Prepare Sponsorship letter for use by Leadership Team
- Identify and solicit sponsorships from organizations that align with goal of the conference
- Assure that all sponsors contribute to a positive image for the conference
- Coordinate accusation of sponsors with all other committee and Leadership Team members
- Insure proper documentation of all sponsorships
- Ensure sponsors receive appropriate acknowledgment and recognition to strengthen their engagement
- Provides Communication Chair with sponsorship information for website and other marketing materials.
- Attends TVMC and assists with set-up, execution, and clean-up of event.

Position Overview: Responsible for maintaining TVMC's social presence.

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Responsibilities & Oversight:

- Scheduling social media posts
- Track social analytics
- Content curation
- Create visuals for the conference to display hashtag and social media pages
- Monitoring social media conversations
- Assist Communication Chair
- Participate and follow through with Communication Team meetings and work
- Pay any conference fee approved by Leadership Team
- Attend the TVMC

Qualifications:

- Well organized, ability to multitask
- Knowledge of Social Media Marketing
- Team player and strong writing skills

Reports To: Communication Chair

Length of Term: minimum of one year

Time Commitment: 3 Hours a month

Voting Status: non-voting member

Benefits: Support and advance volunteer management professionals and the profession in Texas. Participation in planning and experience in committee coordination and management. Build skills and experience in social media marketing.

Social Media Tasks

This serves as an overview of the tasks which require attention from the Social Media Manager. This list is a guideline and additional duties might be added to ensure the success of the conference.

- Create posts for platforms prior to and during the conference
 - Facebook
 - Twitter
 - LinkedIn
- Schedule posts
- Create hashtag and advertise through twitter
- Create visuals for the conference to display hashtag and social media pages
- Monitoring social media conversations
- Encourage social media use during the conference
- Platforms include Twitter, Facebook and LinkedIn
- Assist Communication Chair
- Attend TVMC and assist with set-up, execution, and clean-up of the event



WEB MANAGER

Position Overview: Responsible for updating and maintaining the TVMC website.

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Responsibilities & Oversight:

- Maintaining the integrity of the conference website design
- Ensuring the site is operating accurately
- Monitoring online traffic and/or conversations
- Partnering with the various Leadership Team members on content creation and posting
- Assist Communications Chair
- Participate and follow through with Communications Team meetings and assignment
- Pay any conference fee approved by Leadership Team
- Attend the TVMC

Qualifications:

- Experience developing and maintaining websites
- Experience In web content creation
- Excellent writing skills
- Availability to quickly respond to website issues

Reports To: Communications Chair

Length of Term: minimum of one year

Time Commitment: 3 hours a month

Voting Status: non-voting member

Benefits: Support and advance volunteer management professionals and the profession in Texas. Participation in planning and experience in committee coordination and management. Build experience in web site management and content creation.

Web Manager Tasks

This serves as an overview of the tasks which require attention from the Web Manager. This list is a guideline and additional duties might be added to ensure the success of the conference.

- Monitor online traffic and/or conversations
- Partner with the following TVMC Chairs on content:
 - Program Chair on speaker content
 - Facilities Chair on venue content
 - Hospitality Chair on networking reception content
 - Conference Vice-Chair on sponsorship content
- Assist Communications Chair
- Attend TVMC and assist with set-up, execution, and clean-up of the event.



AV MANAGER

Position Overview: Responsible for coordination of all conference and speaker A/V needs set up and execution throughout the conference.

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Responsibilities & Oversight:

- Partner with Facilities and Program Chair for all speaker A/V needs
- Liaison between conference and on-site AV professionals
- Assure proper equipment set-up for each speaker prior to their presentation
- Trouble shoot and resolve technical issues for speakers and conference attendees
- Participate and follow through with Facilities Team meetings and work
- Pay any conference fee approved by Leadership Team
- Attend the TVMC

Qualifications:

- Have familiarity with standard conference AV equipment
- Calm and reassuring under pressure
- Well-organized, detail oriented, persistent in follow-up
- Strong interpersonal skills, ability to multitask

Reports To: Facilities Chair

Length of Term: Service term shall be a minimum of 1 year.

Time Commitment: On-site and available throughout the conference

Voting Status: Non-voting Member

Benefits: Support and advance volunteer management professionals and the profession in Texas. Build relationship with speakers and AV professionals.

AV Manger Tasks

This serves as an overview of the tasks which require attention from the AV Manager. This list is a guideline and additional duties might be added to ensure the success of the conference.

- Coordinate A/V needs with Facilities Manager and on-site AV Team
- Work with site on equipment and set-up needs
- Serve as liaison between conference speakers and on-site AV team
- Serve as liaison between conference committee and on-site AV team
- Attend TVMC and assist with set-up, execution, and clean-up of the event.