



CONFERENCE CHAIR

Position Overview

The Conference Chair oversees planning, operations, and execution of TVMC, providing leadership to the TVMC Planning Team. The Chair works collaboratively with the TVMC Advisory Council and VolunteerNow's leadership to deliver a best in class conference.

The Chair will grow and guide TVMC's focus and content through their clear grasp of today's volunteer landscape, solutions, and needs.

The Chair will also strengthen TVMC's network of collaborators and supporters to build the conference's reach and effectiveness.

The Chair has historically served as Conference host, when that role has aligned with their skill sets and interests.

Background

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 content experts, thought leaders, and seasoned practitioners who are outstanding in their fields. The TVMC is planned and executed by professionals from organizations that are leaders in the field of volunteer engagement.

TVMC was hosted virtually in 2021 and 2022. The virtual audience doubled the size of the conference from 2019's audience of 223 to a sold out audience of 500. The conference for 2023 was paused to reflect on the past and strategically plan for how to best support the growth of the conference.

The Host Agencies, which include VolunteerNow, DOVIA of Tarrant County, and DADV, are excited to relaunch TVMC in person with hybrid components in 2024.

TVMC has a financial reserve to help support the 2024 conference.

Responsibilities & Oversight

- Work collaboratively with the TVMC Advisory Council.
- Manage planning, operations, and delivery of the conference on time and on budget.
- Define meeting scope and frequency for effective planning and facilitate team meetings.
- Make timely recommendations on contracts to the Advisory Council for recommendation to VolunteerNow as the signatory for all legally binding agreements for TVMC.
- Provide direction and support to volunteer Planning Team.

- Mentor and coach each Leadership Team member to help them be successful in their positions.
- Schedule and host regular Planning Team meetings.
- Participate and follow through with Planning Team meetings and miss no scheduled meetings without prior approval from the Leadership Team.
- Oversee and sign all necessary contracts with the approval of the Leadership Team.
- Make final decisions in case of tie vote within the Leadership Team.
- Support Sponsorship Chair in securing sponsorships and in-kind donations/gifts to help underwrite costs.
- Serve as TVMC conference host, if applicable.
- Participate and follow through with Planning Committee meetings and work.
- Work collaboratively with VolunteerNow accounting team to ensure timely payment,
- Provide conference wrap up to Advisory Council.

Qualifications

Because this role carries large responsibilities and requires a matching time commitment, the Chair must have the support of his or her workplace institution and be able to personally commit to attending meetings and carrying out the duties of the position.

- Special consideration will be given to members of DADV, Tarrant County DOVIA, or other DOVIA's in Texas
- Well organized, able to multitask and make decisions
- Able to lead, delegate and keep committee on a timeline
- Prior conference or special event experience, a plus
- Familiar with corporate and nonprofit work environments
- Good interpersonal skills, comfortable with public speaking
- Candidate must have event management/planning experience
- Has permission and support from their employer to perform the duties of the position
- Must reside in the state of Texas

Reports To: TVMC Advisory Council

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

Time Commitment: 10-15 Hours/Month. Hours may increase to 20-25 Hours/Month in the weeks leading up to the event.

Voting Status: Voting Members

Benefits: Support and advance volunteer management professionals and the profession in Texas and surrounding states. Enhance leadership and management skills. Gain valuable networking contacts.