

Position Overview

Responsible for prospecting, securing, and contract negotiation for conference and hotel location. Works on facility logistics and finalizes details regarding rooms, A/V, event set up and more.

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.

Responsibilities & Oversight

- Research potential sites for conference and hotel
- Present options to the Leadership Team for approval
- Negotiate contract to secure approved site and hotel
- Establish budget and maintain cost controls for facility, A/V, technology, and on-site expenses
- Partner with Program Chair for A/V, technology, room layouts, etc.
- Plan signage with Communications Chair
- Oversee AV Manager, Hospitality Manager, and Technology Manager
- Secure sponsorships and in-kind donations/gifts to help underwrite cost
- Participate and follow through with Leadership Team meetings and work
- Pay any conference fee approved by Leadership Team
- Attend the TVMC

Qualifications

- Prior special event management or conference management ideal
- Well-organized, detail oriented, persistent in follow-up, can meet deadlines
- Strong interpersonal skills, ability to multitask

Facilities Tasks

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

- Create a spreadsheet with information about sites for conference
- Create a spreadsheet with information about host hotel sites
- Sign contracts for site and hotel with approval of Leadership Team
- Communicate A/V and technology needs/capabilities to A/V manager, Hospitality Manager, and Technology Manager
- Work with site on layouts and provide copies to Hospitality Manager
- Communicate with Communication Chair for information to be published on hotel, conferences, maps, logos
- Serve as liaison between conference attendees and site
- Serve as liaison between conference attendees and hotel
- Attend TVMC and assist with set-up, execution, and clean-up of the event.

Reports To: Conference Chair

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

Time Commitment: 5-10 Hours/Month, Hours may increase to 20 Hours/Month in the 6 weeks leading up to the event

Voting Status: Voting Member

Benefits: Support and advance volunteer management professionals and the profession in Texas. Participation in planning and experience in committee coordination and management.