

**Position Overview**

The Hospitality Manager is responsible for food and beverage at all TVMC events and coordinates the networking event. They are responsible for décor at the conference, the networking event and for speaker gifts and swag.

**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**

- Establish budget and maintain cost controls for food and beverage, decor, gifts, swag and hospitality
- Secure menu, coordinating with Facilities Chair if on-site caterer is required.
- Plan Networking event
- Work with Program Chair to procure speaker gifts
- Identify and procure attendee gifts, bags, or other swag
- Plan and execute conference décor consistent with theme
- Secure sponsorships and in-kind donations/gifts to help underwrite cost.
- Participate and follow through with Facility Team meetings and work.
- Pay any conference fee approved by Leadership Team
- Attend the TVMC

**Qualifications**

- Prior special event management or conference management ideal
- Familiar with local nonprofit and corporate environment
- Well-organized, detail oriented, able to multitask, persistent in follow-up and can meet deadlines

### **Hospitality Manager Tasks**

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

- Establish budget and maintain cost controls
  - food and beverage
  - décor
  - swag
  - gifts for speakers and attendees
- Secure food and beverage menu
  - breakfast, snacks, lunch
- Plan Networking event
  - Secure facility
  - Arrange for food and beverage
  - Plan activities
- Ensure adequate and appropriate supply of refreshments being mindful of dietary restrictions.
- Attend TVMC and assist with set-up, execution, and clean-up of the event.

**Reports To:** Facilities Chair

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

**Time Commitment:** 5 hours/Month, increasing in the weeks leading up to the conference.

**Voting Status:** Non-Voting Member

**Benefits:** Support and advance volunteer management professionals and the profession in Texas. Gain invaluable networking & business contacts, acquire important negotiation skills and develop leadership skills