

Position Overview

The Program Chair is responsible for successful execution of the TVMC speaker track and line-up which includes a keynote address and recruiting and securing speaker confirmations. Ideally, the track should be completed 6 - 9 months prior to the conference.

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 and develop current and future relevant topics and speakers
- Establish a budget and maintain cost controls for speaker expenses.
- Conduct Keynote Speaker & Speaker recruitment, oversee RFP review, and selection
- Handle all communication with speakers before, during and after the conference.
- Create conference tracks, schedule and room assignments
- Work with Communications Chair on speaker bios, photos, workshop titles, descriptions
- Work with Facilities Chair on A/V, technology, room specs or other speaker needs
- Coordinate and oversee work of Volunteer 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

- Well organized, detail oriented, able to multi-task, follow up and meet deadlines
- Prior speaker coordination and management, a plus
- Able to lead, delegate, provide direction

- Familiar with nonprofit and volunteer industry and trends

Program Chair Tasks

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

- Conduct Key Note Speaker recruitment and oversee RFP review and selections
 - Work with Social Media Manager to post RFP on a variety of social media outlets and TVMC website
 - Send acceptance and rejection notices to candidates promptly
 - Negotiate contract with approval of the Leadership Team
 - Work with Conference Chair for payment
 - Secure transportation and lodging for Key Note if necessary
 - Create a backup plan in case of speaker cancellation
- Conduct speaker recruitment and oversee RFP review and selections
 - Update RFP, conference forms, letters as they relate to speaker recruitment
 - Work with Social Media Manager to post RFP on a variety of social media outlets and TVMC website
 - Send acceptance and rejection notices to candidates promptly
 - Create a backup plan in case of speaker cancellation
- Supervise Volunteer Manager to recruit volunteers for the following positions:
 - Room Hosts
 - job description
 - script
 - speaker bios/intros
 - Lobby Hosts
 - job description/responsibilities
 - schedule committee members
 - Other volunteers as needed
- Post Conference
 - Send thank you notes
 - Create and distribute evaluations
 - Provide feedback on Speakers and Topics
 - Provide a contact sheet with Speaker Name, Contact Information and Topic along with comments/feedback for history
- 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 with increased hours in the weeks of speaker recruitment and selection

Voting Status: Voting Member

Benefits: Support and advance volunteer management professionals and the profession in Texas and surrounding states. Gain invaluable networking contacts, acquire important management skills and develop communication and leadership skills. Establish contacts with a wide range of industry speakers. Gain experience in contract negotiation.