



## **SECRETARY and REGISTRATION CHAIR**

### **Position Overview**

The Secretary and Registration Chair shall record and maintain all conference documentation, including Leadership Team meeting minutes, conference correspondence, attendee registration, nametags, certificates and historical records.

### **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**

- Record, compile, monitor, and verify the accuracy of the meeting minutes for Leadership Team.
- Keep a current electronic and printed account of the year's activities and members' names, titles and contact information.
- Keep a master electronic and printed copy of all templates, forms, and flyers.
- Attend all Leadership Team meetings. In the event the Secretary is not able to attend, he/she will assign another committee member to take the minutes.
- Maintain the TVMC Google Drive for accessible electronic file system and sharing of information
- Responsible for receipt, response and distribution of electronic and hard copy mail to TVMC.
- Work with Communication Chair to set up conference registration page
- Oversee conference registrations and discount codes approved by the Leadership Team
- Manage cancellation and refunds for attendees from registration page
- Main records of all registration, attendance and communication.
- Participate and follow through with Leadership Team meetings and work.
- Pay any conference fee approved by Leadership Team.
- Attend the TVMC

## **Qualifications**

- Attentive listener, attention to detail
- Able to monitor and manage registration and payment software
- Well-organized, strong computer skills
- Team player and strong writing skills

## **Secretary and Registration Chair Tasks**

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

- Circulate minutes within 4 days of meeting for review, changes, corrections
- Secure approval of minutes prior to the next meeting.
- The Secretary shall be responsible for the transcription and distribution of the minutes from all meetings whether present or not.
- Maintain records of all Leadership Team meetings, Statements of Committee, contracts, and committee member contact information in a location easily accessible to the Leadership Team.
- Keep a digital record of all the preceding, to be given to successor via the Google Drive
- Monitor the TVMC P.O. Box and be responsible for responding to correspondence in a timely fashion
- Handle all requests for W-9 forms
- Serve as Registration Manager for check in at TVMC including sign in sheets, nametags, packets
- Provide attendance certificate to conference attendees, as needed
- 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, increasing to 15 Hours/Month in the 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.