

Position Overview

Responsible for selecting and managing technology needed for virtual sessions, working with virtual speakers, and virtual attendees.

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

- Work with Facilities Chair, AV Manager, and Hospitality Manager on opportunities to broadcast keynote speaker from conference location.
- Work with the Program Chair and Leadership Team to identify virtual sessions.
- Research and present platform options to Leadership Team
- Set up platform to accommodate virtual sessions for TVMC and any preceding trainings with speakers
- Partner with various Leadership Team members to support their technology needs
- Assist Communications Chair in communicating with virtual attendees and virtual speakers
- Pay an conference fee approved by Leadership Team
- Attend TVMC

Qualifications

- Experience with virtual meeting platforms (Zoom, GoToMeeting, etc.)
- Experience scheduling and managing meetings on virtual platforms highly preferred
- High level attention to detail and communicating complex information

Reports To: Facilities Chair

Length of Term: minimum of one year

Time Commitment: 5-8 hours per month, increasing the weeks leading up to the conference.

Voting Status: Non-voting Member

Benefits: Support and advance volunteer management professionals and the profession in Texas. Build relationships with speakers and AV professionals.