

Position Overview

The Conference Vice-Chair shall oversee all conference finances, sponsorships, and evaluation. Assists the Conference Chair to recruit, lead, and mentor the Planning Committee.

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.

TVMC has a healthy financial reserve to seed this year's conference.

Responsibilities & Oversight

- Provide oversight to Sponsorship Manager
- Provide financial reports to the Leadership Team
- Prepare an annual budget with input and approval of the Leadership Team
- Work with Chair and Sponsorship Manager to secure sponsorships and in-kind donations/gifts to help underwrite cost
- Oversee proper and timely handling of all income and expenses
- Prepare updated budget worksheet at end of the conference for the incoming Vice-Chair
- Participate and follow through with all Leadership Team meetings and miss no scheduled meetings without prior approval from the Conference Chair.
- Pay any conference fees approved by Leadership Team
- Attend the TVMC

Qualifications

- Experience in budget planning
- Able to manage savings and checking accounts
- Well organized, detail oriented, able to multitask, persistent in follow-up, meet tight deadlines, delegate
- Results-oriented team player

- Strong communication and writing skills
- Familiar with Microsoft Excel

Conference Vice-chair Tasks

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

- Prepare Sponsorship letter for use by Leadership Team
- Facilitate communication to VolunteerNow staff of required signatures for financial transactions
- Work with VolunteerNow staff to ensure all invoices sent and paid in a timely manner
- Complete final conference reports on finances and participant satisfaction
- Mentors, along with the Conference Chair, Conference Planning Team members to help them be successful in their positions
- Provides Communication Chair with sponsorship information for website and other marketing materials.
- Monitors, along with Communication Chair, website and other conference communication for accuracy and effectiveness
- Coordinate post-conference feedback survey
- Attends TVMC and assists with set-up, execution, and clean-up of 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 6 weeks prior to conference

Voting Status: Voting Member

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