

Educational Sessions Director

Position Summary:

The Educational Sessions Director is appointed by the The HRSouthwest Conference Director to serve a one-year term. This position serves as a member of The HRSouthwest Conference Board of Directors.

The Educational Sessions Committee for The HRSouthwest reviews and selects the educational session speakers, develops the educational programs and handles all communication between The Conference and the speakers before, during, and after The Conference.

Reports to: Conference Director and works closely with DallasHR staff

Volunteers Needed: Fourteen (14) volunteers including the Director and Director-Elect
Assign one social media and one young professional liaison to your committee

Requirements:

- Must be a current member of DallasHR or another TX SHRM Chapter and have held membership for at least one year
- Must serve on the Educational Sessions Committee for at least one year
- Attend at least 90% of monthly committee meetings
- Attend at least 95% of monthly HRSouthwest Conference Board meetings
- Attend and volunteer all four days of The HRSouthwest Conference
- Attend the Speaker Selection full day meeting in March
- Attend the Session Slotting meeting in April
- Participate in the mandatory volunteer training webinar
- Act as conference representative during scheduled events promoting the conference (DallasHR monthly luncheons) and in general to the HR community
- Adhere to DHRMA Bylaws and Code of Ethics

Responsibilities:

- Participate in committee volunteer application review and in-person interview process to organize a committee of volunteers that are committed to delivering best in class education to conference attendees.
- Schedule and conduct monthly committee meetings and ensure committee members adhere to meeting attendance requirements throughout the year.
- Meet committee goals outlined by The HRSouthwest Board of Directors and produce quarterly progress reports on efforts.
- Ensure committee members attend mandatory meetings, volunteer training, and The HRSouthwest Conference
- Oversee the speaker review and selection process
- Delegate committee members to support special programming projects (i.e. Legal Exchange)
- In coordination with staff, develop the speaker communication plan including creation of the messages to speakers
- In coordination with staff, lead the placement of each session into designated room/time slots
- Serve as the onsite lead for Speaker relations
- Notifies staff and works with other necessary committees on signage requirements.
- Works with the Special Services team to assign Session Coordinators to each Educational Session
- Provide committee members with tools and training to support timely and informed communication with speakers
- Creates onsite schedule for committee members
- Appropriate management of budgetary funds within areas of authority. Track spending and contractual commitments to assure budget compliance.

Note: All contracts are negotiated by Staff with input from the volunteer leadership. All contracts must be signed by Executive Director.

Educational Sessions Director-Elect

Position Summary:

The Educational Sessions Director-Elect is appointed by The HRSouthwest Conference Director Elect to serve a one-year term, followed by another term as the Educational Sessions Director. This position serves as a member of The HRSouthwest Conference Board of Directors.

The Educational Sessions Committee for The HRSouthwest reviews and selects the educational session speakers, develops the educational programs and handles all communication between The Conference and the speakers before, during, and after The Conference.

Reports to: Committee Director and works closely with DallasHR staff

Volunteers Needed: Fourteen (14) volunteers including Director and Director-Elect
Assign one social media liaison and one young professional to committee

Requirements:

- Must be a current member of DallasHR or another TX SHRM Chapter and have held membership for at least one year
- Must serve on the Educational Sessions Committee for at least one year
- Attend at least 90% of monthly committee meetings
- Attend at least 95% of monthly HRSouthwest Conference Board meetings
- Attend and volunteer all four days of The HRSouthwest Conference
- Attend the Speaker Selection full day meeting in March
- Attend the Session Slotting meeting in April
- Participate in the mandatory volunteer training webinar
- Act as conference representative during scheduled events promoting the conference (DallasHR monthly luncheons) and in general to the HR community
- Adhere to DHRMA Bylaws and Code of Ethics

Responsibilities:

- Participate in committee volunteer application review and in-person interview process to organize a committee of volunteers that are committed to delivering best in class education to conference attendees.
- In the absence of the committee Director, schedule and conduct monthly committee meetings and ensure committee members adhere to meeting attendance requirements throughout the year.
- Meet committee goals outlined by The HRSouthwest Board of Directors and produce quarterly progress reports on efforts.
- Oversee the preparation of monthly reports and distribute meeting minutes to committee and the BOD on committee plans, progress and activities.
- Assist in the management of the speaker review and selection process
- Manager and maintain the Educational Sessions Programming Grid
- In coordination with staff, assist in the development of the speaker communication plan including reviewing the messages to speakers
- In coordination with staff, assist in the placement of each session into designated room/time slots
- Assist the Director in the management of the Speaker Prep Room onsite and serve as an ambassador for Speaker relations
- Work with Bookstore Director and DallasHR staff to develop list of speaker books and coordinate book signings
- Helps to provide committee members with tools and training to support timely and informed communication with speakers
- Appropriate management of budgetary funds within areas of authority. Track spending and contractual commitments to assure budget compliance.

Note: All contracts are negotiated by Staff with input from the volunteer leadership. All contracts must be signed by Executive Director.

ON-SITE DIRECTOR

Position Description:

The On-Site Director is appointed by the Conference Director to serve a one-year term. This position serves as a member of The HRSouthwest Conference (HRSWC) Board of Directors. The On-Site Director's responsibility is to prepare, coordinate and execute signage, security, business service center and registration for the Conference. The On-Site Director, along with the Director-Elect will assure the activities and initiatives of both the chapter and the conference are focused on the attendee experience in partnership with the Manager of Member and Attendee Relations.

Reports to: Conference Director; Works closely with HRSWC staff

of Committee Members: (outsourced)

Requirements:

- Time Commitment - 5 hours per month plus 4 full days onsite at HRSWC (meeting attendance = 90%)
- Required to attend The HRSouthwest Conference
- Activities – Attendance at the DallasHR/HRSWC Board Planning Workshop; HRSWC Board of Director's Meetings; Participates in the mandatory volunteer training webinar; Attends monthly luncheons as requested by the Conference Director or Staff; Active participation on HRConnect; Adhere to DHRMA Bylaws and Code of Ethics
- Qualifications – Must be a current member of a Texas SHRM Chapter and have held membership at least one year; Must have at least one year of experience on the committee to which you are applying

Specific Responsibilities:

Signage – Works with Staff and Show Management Vendor. Contract negotiations are managed by the Staff.

- Collects information from all directors, develops and distributes sign matrix for proofing (as needed)
- Orders signs, proofs all signage pre-Conference
- Ensures delivery of signs to convention center or HRSWC offices
- Ensures signage placement on-site

Security (Police and Badge Checkers) - Responsible for researching/securing/scheduling security for entrances, badge checkers

- Confirm police security scheduling for Exhibit Hall and Bookstore (Coordinated by Staff with the Fort Worth Convention Center)
- Select badge checker vendor; assists staff with badge checker, security and EMT scheduling
- Trains/coordinates all security on-site before start of Conference
- Coordinates monitoring of security check points throughout Conference

Business Service Center – If no sponsor, works with Staff to select vendors

- Monitors the use and operation of the equipment during Conference
- Coordinates restocking of supplies, flyers, etc.

Walkie-Talkies - Coordinates distribution of walkie-talkies, monitors on-site

- Labels walkie-talkies for easy identification by volunteers assigned to wear
- At end of day, ensure that all walkie-talkies have been returned and are charging overnight
- At end of Conference, ensure all walkie-talkies are returned and all equipment ready for return

Pre-Conference

- Reviews, edits (as needed) and distributes “Registration Instruction Manual” for Temp Staff in coordination with Staff
- Creates the Volunteer Pocket Guide. Coordinate with Staff for proofing and printing
- Prepares and manages work schedule for Temp Staff to include registration, signage placement/pickup, security checks
- Ensures all Temp Staff attend registration training delivered prior to Conference

On-Site Registration

- Sets up and breaks down Registration Area on-site
- In conjunction with Staff, trains Temp Staff in the registration process
- Acts as information center for attendees/exhibitors, coordinates lost and found process

General Responsibilities:

- Active participation on HRConnect to engage members by sharing best practices and knowledge
- Prepare monthly report to the Board of Directors on committee plans/activities and post on HRConnect Board group
- Participates in attendee bag stuffing
- Update and document procedures relative to specific area of responsibilities
- Appropriate management of budgetary funds within areas of authority. Track spending and contractual commitments to assure budget compliance.
- Represents the conference in the human resources community
- Partner with the Staff liaison to coordinate activities and ensure the successful execution of the conference goals and tasks (See Staff liaison job description).

Note: All final contract negotiations shall be reviewed and signed by the Executive Director.

ON-SITE DIRECTOR-ELECT

Position Description:

The On-Site Director-Elect is appointed by the Conference Director and Director-Elect to serve a one-year term as Director-Elect and will then serve a second term as Director. This position serves as a member of The HRSouthwest Conference (HRSWC) Board of Directors. The On-Site Director-Elect, along with the On-Site Director assure the activities and initiatives of both the chapter and the conference are focused on the attendee experience in partnership with the Manager of Member and Attendee Relations.

Reports to: On-Site Director; Works closely with HRSWC staff

of Committee Members: Outsourced

Requirements:

- Time Commitment - 5 hours per month plus 4 full days onsite at HRSWC (meeting attendance = 90%)
- Required to attend The HRSouthwest Conference
- Activities – Attendance at the DallasHR/HRSWC Board Planning Workshop; HRSWC Board of Director’s Meetings; Participates in the mandatory volunteer training webinar; Attends monthly luncheons as requested by the Conference Director or Staff; Active participation on HRConnect; Adhere to DHRMA Bylaws and Code of Ethics
- Qualifications – Must be a current member of a Texas SHRM Chapter and have held membership at least one year; Must have at least one year of experience on the committee to which you are applying

Responsibilities:

Works with On-Site Director on the following tasks:

Signage

- Collects information from all directors, develops and distributes sign matrix for proofing (as needed)
- Orders signs, proofs all signage pre-Conference
- Ensures delivery of signs to convention center or HRSWC offices
- Ensures signage placement on-site

Security (Police and Badge Checkers) - Responsible for researching/securing/scheduling security for entrances, badge checkers

- Confirm police security scheduling for Exhibit Hall and Bookstore (Coordinated by Staff with the Fort Worth Convention Center)
- Select badge checker vendor; assists staff with badge checker, security and EMT scheduling
- Trains/coordinates all security on-site before start of Conference
- Coordinates monitoring of security check points throughout Conference

Business Service Center – If no sponsor, works with Staff to select vendors

- Monitors the use and operation of the equipment during Conference
- Coordinates restocking of supplies, flyers, etc.

Walkie-Talkies - Coordinates distribution of walkie-talkies, monitors on-site

- Labels walkie-talkies for easy identification by volunteers assigned to wear
- At end of day, ensure that all walkie-talkies have been returned and are charging overnight
- At end of Conference, ensure all walkie-talkies are returned and all equipment ready for return

Pre-Conference

- Reviews, edits (as needed) and distributes “Registration Instruction Manual” for Temp Staff in coordination with Staff
- Creates the Volunteer Pocket Guide. Coordinate with Staff for proofing and printing
- Prepares and manages work schedule for Temp Staff to include registration, signage placement/pickup, security checks
- Ensures all Temp Staff attend registration training delivered prior to Conference

On-Site Registration

- Sets up and breaks down Registration Area on-site
- In conjunction with Staff, trains Temp Staff in the registration process
- Acts as information center for attendees/exhibitors, coordinates lost and found process

General Responsibilities:

- Active participation on HRConnect to engage members by sharing best practices and knowledge
- Prepare monthly report to the Board of Directors on committee plans/activities and post on HRConnect Board group
- Participates in attendee bag stuffing
- Update and document procedures relative to specific area of responsibilities
- Appropriate management of budgetary funds within areas of authority. Track spending and contractual commitments to assure budget compliance.
- Represents the conference in the human resources community
- Partner with the Staff liaison to coordinate activities and ensure the successful execution of the conference goals and tasks (See Staff liaison job description).

Note: All final contract negotiations shall be reviewed and signed by the Executive Director.

Resource Center Director

Position Summary:

The Resource Center Director is appointed by the The HRSouthwest Conference Director to serve a one-year term. This position serves as a member of The HRSouthwest Conference Board of Directors.

The Resource Center at The HRSouthwest Conference is an area in the Marketplace offering books, promotional items, business center type activities, speaker handouts and more to conference attendees. The Resource Center Director 's responsibility is to coordinate the ordering, stocking, inventorying, and selling of books, coordinate speaker book signings, and ensure the resource center runs smoothly during The HRSouthwest Conference.

Reports to:

Conference Director and works closely with DallasHR staff

Volunteers Needed:

Five (5) volunteers including the Director and Director-Elect; assign one social media liaison to your committee

Requirements:

- Must be a current member of DallasHR and have held membership for at least one year.
- Attend at least 90% of monthly committee meetings
- Attend at least 95% of monthly HRSouthwest Conference Board meetings
- Attend and volunteer all four days of The HRSouthwest Conference
- Participate in the mandatory volunteer training webinar
- Act as conference representative during scheduled events promoting the conference (DallasHR monthly luncheons) and in general to the HR community
- Adhere to DHRMA Bylaws and Code of Ethics

Responsibilities

- Participate in committee volunteer application review and in-person interview process to organize a committee of volunteers that are committed to ensuring the resource center is well stocked, organized and generates revenue.
- Schedule and conduct monthly committee meetings and ensure committee members adhere to meeting attendance requirements throughout the year.
- Meet committee goals outlined by The HRSouthwest Board of Directors and produce quarterly progress reports on efforts.
- Prepare monthly reports and distribute meeting minutes for BOD on committee plans, progress and activities.
- Ensure committee members attend mandatory volunteer training and provide housing requirements for committee members to staff
- Coordinates with staff to find sponsor for resource center and helps to find bags for book sales onsite.
- Coordinates with DallasHR staff on layout and location of resource center at the Ft. Worth Convention Center.
- Notifies staff and works with other necessary committees on signage requirements.
- Work with Education Committee Director and DallasHR staff to develop list of speaker books and select other applicable books and promotional items
- Research and recommend vendors for book purchases. Negotiate with publishers directly to purchase books and sets up publisher accounts (send credit applications to Staff for completion).
- Responsible for scheduling and performing pre-conference inventory (with committee and staff) and maintaining inventory of resource center before, during and after conference
- Facilitate and manage activities related to book sales, book signings and other resource center

opportunities

- Manage set up of the resource center onsite working with exhibit company onsite, including unpacking all resource center materials and displays.
- Manage volunteer schedules and communicate all onsite committee activities and responsibilities including, training committee/volunteers on operation of POS equipment and procedures, balancing payments onsite
- Coordinate return of unsold books to publisher(s), work with staff to reconcile book sales, publisher invoicing, payments and reconcile returned inventory, ensuring accuracy of credits and payment of invoices
- Appropriate management of budgetary funds within areas of authority. Track spending and contractual commitments to assure budget compliance.

Note: All contracts are negotiated by Staff with input from the volunteer leadership. All contracts must be signed by Executive Director.

Resource Center Director-Elect

Position Summary:

The Resource Center Director is appointed by the The HRSouthwest Conference Director to serve a one-year term. This position serves as a member of The HRSouthwest Conference Board of Directors.

The Resource Center at The HRSouthwest Conference is an area in the Marketplace that offers books, promotional items, business center type activities, speaker handouts and more to conference attendees. The Resource Center Director 's responsibility is to coordinate the ordering, stocking, inventorying, and selling of books, coordinate speaker book signings, and ensure the resource center runs smoothly during The HRSouthwest Conference.

Reports to:

Committee Director and works closely with DallasHR staff

Volunteers Needed:

Five (5) volunteers including director and director elect; assign one social media liaison to committee

Requirements:

- Must be a current member of DallasHR and have held membership for at least one year.
- Attend at least 90% of monthly committee meetings
- Attend at least 95% of monthly HRSouthwest Conference Board meetings
- Attend and volunteer all four days of The HRSouthwest Conference
- Participate in the mandatory volunteer training webinar
- Act as conference representative during scheduled events promoting the conference (DallasHR monthly luncheons) and in general to the HR community
- Adhere to DHRMA Bylaws and Code of Ethics

Responsibilities:

- Participate in committee volunteer application review and in-person interview process with committee director to organize a committee of volunteers that are committed to ensuring the resource center is well stocked, organized and generates revenue.
- In the absence of the committee Director, schedule and conduct monthly committee meetings and ensure committee members adhere to meeting attendance requirements throughout the year.
- Meet committee goals outlined by The HRSouthwest Board of Directors and produce quarterly progress reports on efforts.
- Assist in preparation of monthly reports and distribute meeting minutes for BOD on committee plans, progress and activities.
- Ensure committee members attend mandatory volunteer training and provide housing requirements for committee members to staff
- Coordinate with staff to find sponsor for resource center and helps to find bags for book sales onsite.
- Coordinates with DallasHR staff on layout and location of resource center at the Ft. Worth Convention Center.
- Notifies staff and works with other necessary committees on signage requirements.
- Work with Education Committee Director and DallasHR staff to develop list of speaker books and select other applicable books and promotional items
- Assist with research and recommend vendors for book purchases. Negotiate with publishers directly to purchase books and sets up publisher accounts (send credit applications to Staff for completion).
- Responsible for scheduling and performing pre-conference inventory (with committee and staff) and maintaining inventory of resource center before, during and after conference
- Facilitate and manage activities related to book sales, book signings and other resource center opportunities

- Manage set up of the resource center onsite working with exhibit company onsite, including unpacking all resource center materials and displays.
- Manage volunteer schedules and communicate all onsite committee activities and responsibilities including, training committee/volunteers on operation of POS equipment and procedures, balancing payments onsite
- Coordinate return of unsold books to publisher(s), work with staff to reconcile book sales, publisher invoicing, payments and reconcile returned inventory, ensuring accuracy of credits and payment of invoices
- Appropriate management of budgetary funds within areas of authority. Track spending and contractual commitments to assure budget compliance.

Note: All contracts are negotiated by Staff with input from the volunteer leadership. All contracts must be signed by Executive Director.

SPECIAL EVENTS DIRECTOR

Position Summary:

The Special Events Director is appointed by the Conference Director to serve a one-year term. This position serves as a member of The HRSouthwest Conference Board of Directors. The Special Events Director/Director-Elect's responsibility is to prepare, coordinate and execute prizes, entertainment, on-site food and beverage, and manage the silent auction.

Reports to: Conference Director; works closely with HRSWC staff

of Committee Members needed: 6 including 1 social media representative

Requirements

- Time Commitment: Approximately 5 hours per month plus 4 full days onsite at HRSWC
- Required to attend The HRSouthwest Conference
- Attend The HRSouthwest Conference Board meetings – meets approximately 12 times a year
- Attends DallasHR/The HRSouthwest Conference leadership orientation
- Organizes a committee of volunteers and conducts committee meetings
- Attend the mandatory volunteer training webinar
- Must be a member in good standing of a Texas SHRM Chapter and have held membership at least one year
- Must have at least one year of experience on the committee to which you are applying
- Adhere to DHRMA Bylaws and Code of Ethics
- Partner with Staff liaison to coordinate committee activities and ensure the successful execution of committee goals and tasks (See Staff Liaison Job Description)

Responsibilities

- Notifies staff and any necessary committees of all signage needs
- Communicates all on-site specific requirements to Staff
- Active participation on HRConnect to engage members by sharing best practices and knowledge
- Ensures all committee members attend the mandatory volunteer training webinar
- Produce/distribute committee meeting minutes to committee and post on HRConnect Board group
- Communicates hotel requirements for committee members to Staff
- Coordinates/schedules onsite committee activities/responsibilities
- Participates with committee members in attendee bag stuffing party and orientation tour
- Represents The Conference in the human resources community
- Coordinates with general service contractor for placement/movement on-site of prize drums for drawings
- Works with staff to coordinate exhibitor prize drawings in the Marketplace and grand prize drawings at the closing reception
- Works with staff to research and recommend entertainment options for general session(s) and receptions (if any). Contract negotiation managed by staff.
- Coordinates with entertainment for scheduling, rehearsals, expectations, etc.
- Develops opening/closing session activities and receptions
- Selects and coordinates décor for each entertainment event
- Coordinates with Staff and food and beverage vendor for food and bar set up for events
- Works closely with Staff to solicit and showcase auction items
- Develops article for DallasHR newsletter advertising Silent Auction
- Coordinates receipt and inventorying of all auction items from donors
- Coordinates distribution of items to winning bidders
- Coordinates with Staff to collect silent auction payments
- Works with Staff to select menus and all food & beverage needs. All final BEOs must be reviewed and approved by staff.

- Reviews post-conference invoices for accuracy and submits to staff for payment
- Updates and document procedures relative to specific area of responsibilities
- Appropriate management of budgetary funds within areas of authority. Track spending and contractual commitments to assure budget compliance.

Note: All contracts are negotiated by Staff with input from the volunteer leadership. All contracts must be signed by Executive Director.

SPECIAL EVENTS DIRECTOR-ELECT

Position Summary:

The Special Events Director-Elect is appointed by the Conference Director to serve a one-year term. This position serves as a member of The HRSouthwest Conference Board of Directors. The Special Events Director-Elect's responsibility is to support the Director and committee members in the preparation, coordination and execution of prizes, entertainment, on-site food and beverage, and management of the silent auction. The Director-Elect will automatically take the role of Director for the following year.

Reports to: Special Events Director; works closely with HRSWC staff

of Committee Members needed: 6 including 1 social media representative

Requirements:

- Time Commitment: Approximately 5 hours per month plus 4 full days onsite at HRSWC
- Required to attend The HRSouthwest Conference
- Attend The HRSouthwest Conference Board meetings – meets approximately 12 times a year
- Attends DallasHR/The HRSouthwest Conference leadership orientation
- Organizes a committee of volunteers and conducts committee meetings
- Attend the mandatory volunteer training webinar
- Must be a member in good standing of a Texas SHRM Chapter and have held membership at least one year
- Must have at least one year of experience on the committee to which you are applying
- Adhere to DHRMA Bylaws and Code of Ethics
- Partner with Staff liaison to coordinate committee activities and ensure the successful execution of committee goals and tasks (See Staff Liaison Job Description)

Responsibilities:

- Notifies staff and any necessary committees of all signage needs
- In conjunction with the committee Director, communicates all on-site specific requirements to Staff
- Active participation on HRConnect to engage members by sharing best practices and knowledge
- Ensures all committee members attend the mandatory volunteer training webinar
- Produce/distribute committee meeting minutes to committee and post on HRConnect Board group
- Communicates hotel requirements for committee members to Staff
- Participates with committee members in attendee bag stuffing party and orientation tour
- Works with staff to coordinate exhibitor prize drawings in the Marketplace
- Coordinates with entertainment for scheduling, rehearsals, expectations, etc.
- Develops opening/closing session activities and receptions
- Selects and coordinates décor for each entertainment event
- Coordinates with Staff and food and beverage vendor for food and bar set up for events
- Works closely with Staff to solicit and showcase auction items
- Coordinates receipt and inventorying of all auction items from donors
- Coordinates distribution of items to winning bidders
- Works with Staff to select menus and all food & beverage needs. All final BEOs must be reviewed and approved by staff.
- Reviews post-conference invoices for accuracy and submits to staff for payment
- Updates and document procedures relative to specific area of responsibilities
- Appropriate management of budgetary funds within areas of authority. Track spending and contractual commitments to assure budget compliance.

Note: All contracts are negotiated by Staff with input from the volunteer leadership. All contracts must be signed by Executive Director.

SPECIAL SERVICES DIRECTOR

Position Summary:

The Special Services Director's responsibility is to manage schedules and teams who only serve an onsite role, including but not limited to the Temporary Event Staff and Welcome Center. This role also partners with staff to develop, document and/or test new Conference deliverables. The Special Services Director role is assumed by the immediate past Conference Director.

Reports to: Conference Director; Works closely with HRSWC staff

of Committee Members: 2 including 1 social media representative

Requirements

- Time Commitment: Approximately 10 hours per month plus 4 full days onsite at HRSWC
- Attend at least 90% of committee meetings and activities
- Required to attend The HRSouthwest Conference
- Attends The HRSouthwest Conference Board meetings as requested by Conference Director
- Attends DallasHR/The HRSouthwest Conference leadership orientation
- Participates in the mandatory volunteer training webinar
- Attends Committee Meetings as requested by Conference Director or Staff
- Must be a member in good standing of a Texas SHRM Chapter and have held membership at least one year
- Must have at least one year of experience on the committee to which you are applying
- Adhere to DHRMA Bylaws and Code of Ethics
- Partner with Staff liaison to coordinate committee activities and ensure the successful execution of committee goals and tasks (See Staff Liaison Job Description)

Responsibilities

- Schedule volunteers and coordinate all activities related to the Welcome Center (WC). The welcome center objective is to enhance the attendee, exhibitor and sponsor Conference experience through an elevated level of customer service.
- Coordinates with staff regarding setup of Welcome Center
- Writes articles for newsletter and other publications to promote the WC
- Schedule and select volunteers to work at WC
- Trains WC volunteers regarding FAQs, procedures, and provides updates related to new/changed conference activities
- Greet attendees
- Assist first time attendees as needed
- Help facilitate introductions among attendees
- Answer questions regarding conference logistics
- Answer questions regarding City of Fort Worth or direct to Fort Worth CVB information booth as needed
- Maintain information on location of nearest pharmacy, convenience store, etc.
- Participates in attendee bag stuffing party and lead orientation tour
- Active participation on HRConnect to engage members by sharing best practices and knowledge
- Produce activity report to committee and post on HRConnect Board group
- Update and document procedures relative to specific area of responsibilities
- Appropriate management of budgetary funds within areas of authority
- Represents the Conference in the human resources community
- Pair & Share Program

- Recruit veteran attendees to be “buddies” for newcomers before, during and/or after the conference
- Manage communications with volunteers and attendees
- Work with staff to assign pair/share teams
- Manage onsite logistics; confirm all attendees have met their volunteer; make new assignments if necessary
- Work with Staff to ensure the smooth coordination of all volunteer teams
- Develop information and facilitate First Time Attendee Orientation during conference

- Temporary Event Staff
 - Work with staff (and sponsor, if needed) to coordinate and manage temps and their work schedules and assignments
 - Coordinate requests from committees for temp event staff
 - Provide training of temp team onsite at conference
 - Manage team onsite and any scheduling requests and/or issues
 - Work with Staff to ensure the smooth coordination of all temp staff teams

- New projects coordinator
 - Partner with staff to deliver new ideas and concepts for first-time development and testing
 - Participate in development and documentation of work plan/timeline for successful delivery
 - Coordinate any on-site staffing, if necessary

Note: All contracts are negotiated by Staff with input from the volunteer leadership. All contracts must be signed by Executive Director.